

**Are you the site manager we are looking for?**

## Who We Are

### Home Invest Professional

- As a professional landlord with over 2,400 units in our portfolio, we build, rent, and maintain all our homes ourselves. This allows us to offer our tenants stability, quality, and professionalism.
- Our clear ambition is to be the landlord of choice and to provide solutions for current housing needs, regardless of life stage or lifestyle. We offer more than just a place to live: in each of our buildings, we create a close-knit community.
- Furthermore, we maintain high construction standards to minimize maintenance costs. This enables us to keep our rental prices affordable.

## Home Invest Team

The Home Invest Belgium team consists of approximately 40 professionals. Our employees are literally and figuratively building the living experience for nearly 2,000 families.

The organization is divided into several teams, each with its own responsibilities:

- The acquisition, development, and construction of our properties
- Renting and managing our portfolio, as well as supporting our tenants
- Support services such as Finance, HR, and IT

Our goal is to be not only the landlord of choice but also **the employer of choice**.

We achieve this by:

- Continuously investing in development, allowing you to steer your own growth path
- Supporting work-life balance by enabling flexible working arrangements
- Fostering trust and independence as key principles
- Promoting team spirit through joint activities, as well as simply enjoying coffee together in the kitchen or playing a game of pool during lunch
- Maintaining transparent and short hierarchical lines with an open-door policy
- Offering competitive salaries and a comprehensive benefits package

## Your Responsibilities

- Site management in direct coordination with the property manager
- You will communicate necessary maintenance and repair work
- Management of the social networks of the buildings, including creating content according to a communication plan.
- On-site, you will be the point of contact for tenants and suppliers
- You will provide technical and operational instructions to internal or external partners/employees
- You will manage the occupancy of various common spaces and ensure they are used frequently to enhance the lively character of these areas within the building:
- Creating interactions among tenants and fostering a sense of belonging and group spirit
- Organizing events with and for tenants
- Security and surveillance, including tours and inspections of the building and immediate surroundings, and reporting defects to the building manager

### Your Profile

- You wish to reside in the building where you will be the site manager located at Sint-Lambrechts-Woluwe
- You are an excellent communicator and take a proactive approach
- You have a very good command of either FR/EN, NL/EN, or are trilingual
- You are flexible and can adapt to various situations
- You are skilled and observant
- Knowledge of the hotel/tourism/hospitality or property management industry is a plus
- Some knowledge of technical repairs (HVAC, heating, electricity)
- Excellent in project planning and organization
- Familiarity with current technologies
- Standard knowledge of Microsoft Office and social media

### Our Offer

- Accommodation in a pleasant apartment in the building, provided by Home Invest Belgium (subject to tax rules)
- The salary range is dependent on experience and technical proficiency: €2600 - €3000 gross. Please note that, as your apartment - including utilities - is provided by Home Invest, the tax regulations regarding in-kind benefits apply and are included in your net salary calculation.
- Numerous (extralegal) benefits such as meal vouchers, group insurance, hospitalization insurance for you and your family, fitness subscription, 33 days of leave, ...
- Room for personal growth.
- You will be part of a dynamic team.
- Our events team ensures enjoyable team-building activities.

### Interested ?

Please send your CV by email to [jobs@homeinvest.be](mailto:jobs@homeinvest.be)