

JOB TITLE	JUNIOR PROPERTY MANAGER
Home base	Brussels, Belgium
Positioning	Reporting to Team Leader Property Management

SCOPE	Portfolio size: approx. 650 million € No. of sites/units: approx. 45/2200
RESPONSIBILITIES	<ul style="list-style-type: none"> • Organise the communication with your tenants • Provide second line support to tenants (first line being our help desk 'Solution Center') • Treatment of P(urchase) O(ffers) • Prepare annual property budgets and follow up on them • Follow up on insurance and sales transactions with COMM and/or MGMT • Coordinate and control the external property manager (rentmeester or syndic) on his duties • Full coordination of the intake of new buildings • Be the lead and/or provide support to the technical manager in capex works • Commercial feeling with the buildings and its tenants to improve quality and rental income <ul style="list-style-type: none"> ○ Reflect on potential gains for landlord and tenant • Coordinate the yearly settlement of charges <ul style="list-style-type: none"> ○ Master the common costs ○ Report on anomalies ○ Communication with other depts. on provisions and fix amounts • Site visits <ul style="list-style-type: none"> ○ Reactive ○ Proactive ○ Samples and testing of suppliers • Implementation of new procedures • Be the contact of your suppliers for information on your buildings, be present when needed
WORKING RELATIONSHIPS	<ul style="list-style-type: none"> • External: Suppliers, Tenant community • Internal: Property Manager, Technical Manager, Development & Investment Department, Lease Administration Department, Commercial Department, Accounting Department, Solution Center
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Max. 2 years working experience in construction or real estate • Knowledge of French, English and Dutch • Knowledge of most common Microsoft applications (Word, Excel, Outlook)
SKILLS	<ul style="list-style-type: none"> • Strong technical background • Good organisation skills • Take up responsibilities and act accordingly • Very efficient and precise in administration • Able to set right priorities • Good communicator

Date : 16/08/2021