



**BNP PARIBAS
REAL ESTATE**

**Real Estate
for a changing
world**

BNP Paribas Real Estate, one of the principal international real estate service providers, offers its clients a comprehensive range of services covering the entire life cycle of a property: development, investment management, property management, transactions, consulting and valuation.

With 5,000 employees, BNP Paribas Real Estate guides property owners, tenants, investors and local authorities through their real estate projects using its knowledge of local markets in 30 countries in Europe, the Middle East and Asia. For more information, visit www.realestate.bnpparibas.be

BNP Paribas Real estate is currently looking for the research department :

DATA OFFICER (M/F)

ROLE AND RESPONSIBILITIES

As a data officer you will be part of the research team at BNP Paribas Real Estate Belgium. Your role is to manage and develop databases for the various departments. You will collect data and help in the analyses. You will produce and update statistical reports for several departments of the company. Furthermore, together with the team, you will help to answer requests from the Group's consultants and their clients.

Your responsibilities will include the following main tasks:

- Process and manage databases coming from various sources and formats. This means collecting and entering data transmitted by the various business lines, perform data cleanings and correct errors.
- Manage and update the transaction department's CRM tool and check the accuracy of the data entered in the tool.
- Return the information with high-quality formatting to the various contributors and come up with new indicators and procedures for the smooth transfer of information.
- Prepare appropriate reports, usefull dashboards & supports for multiple projects.
- Take part in projects to migrate to new tools for viewing and exporting data.

THE POSITION OFFERS YOU

The opportunity for professional development within an international Group and to increase your knowledge of the real estate professions. This highly diverse role will enable you to develop both your technical and interpersonal skills and knowledge.

WHO ARE WE LOOKING FOR?

- Administratively strong person with at least 1 year experience, looking for a career within a professional environment directly linked to real estate.
- Computer minded but also good people skills
- Fluent in Dutch and /or French and a good level of English
- Knowledge of a CRM/Database is a plus



**BNP PARIBAS
REAL ESTATE**

**Real Estate
for a changing
world**

QUALITIES NEEDED FOR THE ROLE:

- Procedure-minded and organised
- Rigorous and autonomous
- Proactive and service oriented attitude
- Accurate and analytical mindset
- Communicative
- Good team-spirit and eager to learn

WE OFFER :

- A dynamic and motivating working environment with a good atmosphere
- A chance to grow your knowledge and have a real impact within the company
- A challenging position with responsibilities on both the local and international market
- An interesting benefits package

Candidates are invited to email their application and C.V. to hr.rebe@realestate.bnpparibas