



FTE KEY ACCOUNT MANAGER

BNP Paribas Real Estate provides services in the whole real estate domain: from Transaction to Valuation, Property Management, Investment Management, and Consulting. Providing clients with our expertise, market knowledge and best customer care is vital for our company.

Our Belgian headquarter is located in Brussels, and we have offices in Antwerp and Liège. We are looking for a new colleague to work with us at our headquarter in the Avenue Louise, Brussels.

JOB DESCRIPTION

Key role in the management of a portfolio of buildings, meaning:

- Commercial and technical management of a portfolio of buildings,
- Daily contact with tenants, owners, suppliers and other third parties,
- Organise meetings and prepare reports together with tenants, owners, public authorities
- Monitor offers and suppliers contracts,
- Approve invoices and expense statements,
- Supervise the reporting to clients,
- Prepare budget charges, Opex and Capex
- Follow-up of the assistance requests.

WHO WE ARE LOOKING FOR?

- An organized, meticulous and assertive colleague
- Dutch (NL) mother tongue, with good knowledge of ENG and/or FR is a plus
- Proficiency in MS Office
- Similar experience in Property Management is a plus

WE OFFER

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- An attractive salary package
- Opportunities to grow in the organization that is the leader in Property Management in Europe and Belgium
- A dynamic working environment within an international company

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