



BNP Paribas Real Estate is an international company providing services — from Transaction to Valuation, Property Management, Investment Management, and Consulting — in the real estate world. Our motto? Providing clients with our expertise, market knowledge and the best customer care !

We are looking for a new colleague to reinforce our position on the Belgian market.

FTE

KEY ACCOUNT MANAGER

JOB DESCRIPTION

As part of the Property Management team, you will work closely with your colleagues to support their missions. In this key role you will have many responsibilities.

- You will manage, in a commercial and technical way, a portfolio of buildings ;
- You will contact tenants, owners, suppliers and other third parties on a daily basis ;
- You will organise meetings and prepare reports together with tenants, owners, public authorities ;
- You will monitor offers and suppliers contracts ;
- You will approve invoices and expense statements ;
- You will supervise the reporting to clients ;
- You will prepare the budget charges, Opex and Capex ;
- You will follow up the assistance requests.

WHAT MAKES YOU THE PERFECT CANDIDATE?

- You are organized, meticulous and an assertive colleague ;
- You are fluent in Dutch (NL), having a good knowledge of ENG and/or FR is a plus ;
- You have excellent knowledge of MS Office ;
- Having a similar experience in Property Management is a plus...

THIS IS WHAT WE OFFER YOU:

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

If you think you are the one we are looking for, you are invited to send your application and Curriculum Vitae to hr.rebe@realestate.bnpparibas. We look forward to meeting you !