



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 markets.

FTE

OFFICE MANAGER NATIONAL MARKET

(M/F)

JOB DESCRIPTION

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

- You will regularly contact clients and prospects to keep our portfolio up-to-date;
- You will publish on our website and different platforms;
- You will review and increase visibility of the announcements on our website;
- You will coordinate appointments or visits ;
- You will keep track of the market and find out about availabilities;
- You will report weekly about the new releases, pending applications and prospecting opportunities to the concerned broker of your team;

You will CREATE...

- Business and sales descriptions & sheets for the CRM system;
- Active files based on supports you collect and receive from brokers;
- Commercial reports and keep crucial documents up to date (mandates, lease contracts, recognition of fees, offers, ...) ;

You will WORK CLOSELY WITH...

- The brokers in your team who will support you and need your input on a regular basis in return.
- Other support functions such as Research & Marketing colleagues.



**BNP PARIBAS
REAL ESTATE**

**Real Estate
for a changing
world**

WHAT MAKES YOU THE PERFECT CANDIDATE?

- You are fluent in French and Dutch (English is a plus) ;
- You are dynamic, well-organised and autonomous ;
- You have excellent knowledge of MS Office and are a quick learner ;

THIS IS WHAT WE OFFER YOU

- A developing and dynamic team within an international company ;
- Variety in your day-to-day work in a motivating working environment ;
- An attractive salary package ;

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!