



FTE OPC COORDINATOR (FR/EN)

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 two 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

Within their scope (BNPP REB), the Permanent Control and Operational Risk Coordinator is responsible for the implementation, management and reporting of the permanent control system in all its components.

Permanent Control System:

- Participating in the operational implementation of BNPP REB's permanent control standards and methodologies (risk maps, control plans)
- Coordinating the procedures and updating the reference base
- Monitoring the findings and recommendations of the General Inspectorate, particularly by implementing define action plans within the set deadlines
- Ensuring the proper implementation of steering and reporting tools

Operational Risk:

- Actively follow-up the different stages of the management of historical incidents (detection, information, declaration, monitoring and closure) and training the teams
- Participating in the AMA process, mainly monitoring the creation and revision of potential incidents

Facilitate/Inform/Communicate:

- Regularly report on the status of the permanent control system during dashboard, reporting and certification exercises and, in particular, the preparation of Internal Control Committees
- Contributing to the management of operational staff in charge of Permanent Control "OPC"

Additional activities:

- The OPC is the Business Continuity Manager. Their role is to implement and maintain the Business Continuity Plan for the Company (Deployment and maintenance of operational continuity and crisis management).
- The OPC also manages the Customer Complaints Handling.
- The OPC is responsible for the overall coordination of Procurement within the company and is in charge of controls.



BNP PARIBAS
REAL ESTATE

Real Estate
for a changing
world

WHO WE ARE LOOKING FOR?

- An organized, meticulous and assertive colleague
- A fast, dynamic and independent learner
- Attention to detail with the ability to manage priorities
- Bachelor's or Master's degree in Finance/Economics
- Minimum of 2 to 3 years' experience in a similar role
- Fluent in French/English (any other language is considered an asset)
- Proficiency in MS Office

WE OFFER

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- A dynamic team within an international company
- An attractive salary package
- Opportunities to grow in the organization

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