



**BNP PARIBAS
REAL ESTATE**

**Real Estate
for a changing
world**

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 team in the property management department and strengthen our position as market leader in Belgium.

FTE PROPERTY ACCOUNTING MANAGER (FR/NL/EN)

JOB DESCRIPTION

Administrative and accounting manager of a portfolio of buildings

- Invoicing of rent and property taxes to the tenants as well as preparing and invoicing the quarterly reconciliation of service charges;
- Encoding of bank statements;
- Introduction of weekly payment requests;
- Follow-up of unpaid bills and sending reminders,
- Reporting on behalf of owners ;
- Follow-up of ad hoc requests for additional information from owners and tenants.

WHAT MAKES YOU THE PERFECT CANDIDATE?

- An organized, meticulous and assertive colleague
- Accounting degree or higher
- Bilingual FR/EN or NL/EN with knowledge of the second national language
- Proficiency in MS Office

THIS IS WHAT WE OFFER YOU

:

- A dynamic team within an international company and a market leader in Belgium
- An attractive salary package
- Opportunities to grow in the organization

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 !