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 strenghten our position as market leader in Belgium.

FTE
PROPERTY MANAGEMENT ASSISTANT
(FR/NL/EN)

JOB DESCRIPTION

As part of the property management team, you will work closely with key account managers, property accounting managers and other PM assistants. Together with your colleagues you will be in contact with various clients and manage a portfolio of buildings. Your main tasks will be:

- Manage and follow up client requests for the buildings in your portfolio ;
- Control the agenda: coordinate meetings with tenants, owners, public authorities,... ; arrange fire escape drills, ... ;
- Arrange inventories when clients enter or leave a building, as well as the transfer of meters, phone lines, keys, badges ;
- Generate, send out and follow-up on real estate leases ;
- Create and keep track of order forms, reports of statutory audits and interventions ;
- Follow up insurances reports, rental guarantees and other administrative requests.

WHAT MAKES YOU THE PERFECT CANDIDATE?

- You are a team player, well-organized, autonomous and assertive ;
- You have a degree in office management or similar through experience ;
- You are fluent in French and Dutch (English is a plus) ;
- You have an excellent knowledge of MS Office ;
- You are a quick learner and a good time manager.

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 !