

To reinforce its Property Management team, Cofinimmo is looking for a new

Commercial Account Manager M/F

FUNCTION

The Commercial Account Manager is in charge of the monitoring, organisation, direction and ongoing adjustment of the commercial activities (building rental) of Cofinimmo.

RESPONSABILITIES

Monitoring of the commercial activities

- ✓ Maintain relations with the network of real estate agents
- ✓ Visit the available sites with new agents
- ✓ Monitor and analyse the property market and report to the Head of Offices – Commercial Department
- ✓ Organise and participate in visits to present the properties
- ✓ Draw up rental offers and financial analyses
- ✓ Draw up proposals to finance tenants' works
- ✓ Draw up lease contracts
- ✓ Negotiate the rental conditions and the content of the leases
- ✓ Participate in drawing up the company's commercial policy (prices) + incentive policy (fee)
- ✓ Maintain relations with existing tenants
- ✓ Analyse the future needs of tenants and propose suitable solutions

Organise and adjust the commercial activities

- ✓ Manage the marketing of the properties in portfolio:
- ✓ SWOT analysis of the properties to be marketed and their market (market sector)
- ✓ Direct the preparation of commercial media (brochures, updates, etc.)
- ✓ Organise the marketing campaigns at the properties (display cases, guided visits with the agents, events, advertising posts, banners, boards, etc.)
- ✓ Provide sales ideas when drawing up work programmes at the properties

Support

- ✓ Communicate on the commercial activities to the rest of the sales team
- ✓ Report regularly on the commercial activities to the operational teams and to the other Cofinimmo teams on request
- ✓ Coordinate customer requests with the other departments (Project Management, Legal, Property Management, etc.)

PROFILE

Hard skills

- ✓ Good knowledge of the languages NL, FR, ENG: oral and written
- ✓ Office automation knowledge **MS OFFICE: Word / Excel /Powerpoint**
- ✓ Experience 1 to 2 years in a similar position

Specific skills

- ✓ Knowledge of the properties to be marketed and their strengths and weaknesses
- ✓ Commercial talent

Soft skills

- ✓ Analysis
- ✓ Problem-solving
- ✓ Initiative
- ✓ Results oriented
- ✓ Entrepreneurial spirit
- ✓ Negotiations
- ✓ Customer orientation
- ✓ Planning and organisation

- ✓ Has a good understanding of business, financials, products/services, the market and the needs of assigned accounts
- ✓ Has developed commercial skills to a performant level
- ✓ Complexity is high (territory/account, product/services, sales or account management process)
- ✓ Has a certain degree of autonomy in commercial approach and work planning

INTERESTED?

Please send your résumé and cover letter to our Human Resources team at hr@cofinimmo.be