

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

Property Management Assistant M/F

FUNCTION

The Property Management Assistant provides administrative support within the Property Management department of Cofinimmo.

RESPONSABILITIES

- ✓ Answering the incoming phone calls from our tenants
- ✓ Correspondence
- ✓ Agendas and mailbox follow-up
- ✓ Editing letters, documents and presentations
- ✓ Follow-up of orders, invoicing, workflows
- ✓ Preparation and follow up of purchase and sales files
- ✓ Projects encoding in SAP
- ✓ Monitor the agreement's validity, leaseholder's obligations,.....
- ✓ Maintenance of management files & analytical databases
- ✓ Maintenance of new paper files
- ✓ Tenant/Operator : Follow up of annual financial & management report
- ✓ Administrative support and follow-up of legal files
- ✓ Follow up the rent increases and indexation
- ✓ Follow up of complaints and works
- ✓ Follow up insurance files and legal issues

PROFILE

Hard skills

- ✓ Advanced knowledge of the languages NL, FR, ENG: oral and written
- ✓ Office automation knowledge MS OFFICE: Word / Excel /Powerpoint
- ✓ Basic knowledge of leases, insurances, contracting,...
- ✓ Experience 1 to 2 years in a similar position

Soft skills

- ✓ Customer oriented
- ✓ Planning and organisation
- ✓ Priority and time management
- ✓ Communication
- ✓ Adaptability
- ✓ Team spirit
- ✓ Initiative
- ✓ Creativity
- ✓ Rigorousness (sense of responsibility and precision)

INTERESTED?

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