

Home Invest Belgium is a Belgian REIT (SIR/GVV) listed on Euronext Brussels since 1999 [HOMI]. The company is specialising in the acquisition, development, letting and management of residential real estate. Home Invest Belgium holds a real estate portfolio worth over €570 million in Belgium and the Netherlands. To support the further growth of the company we are looking for a:

“LEASE ADMINISTRATOR”

Your key responsibilities

- ✓ Prepare the letting of vacant apartments
- ✓ Follow up with the Property Manager & Letting Agents (internal & external)
- ✓ Prepare new lease contracts
- ✓ Ensure the entry of tenant & lease data in Axserion (ERP)
- ✓ Follow up on tenant obligations (rental deposits etc.)
- ✓ Organise expert inspections
- ✓ Manage lease breaks & other addenda

Your profile

- ✓ Bachelor's degree in legal practice or training / experience in real estate
- ✓ Very good knowledge of French, English and Dutch
- ✓ Very punctual and self-disciplined
- ✓ Strong communication and organizational skills

We offer you

- ✓ An opportunity to play a key role in a leading and growing company
- ✓ To join a young and dynamic team
- ✓ A full-time contract with attractive salary
- ✓ A complete package with pension, insurance and bonus plans

Interested to join us? Please send your motivated application to MCA@HOMEINVEST.BE.