



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:

“CEO PERSONAL & EXECUTIVE ASSISTANT”

(Direct Reporting Line: Chief Executive Officer)

Your key responsibilities

We are looking for an Executive Assistant to be the right hand of our CEO. This person provides vital support allowing the CEO to facilitate his mission.

- ✓ Manage all incoming and outgoing communication, and you act as an administrative liaison to the CEO.
- ✓ Manage, coordinate, remind and maintain professional & personal agenda
- ✓ Responsible for organizing internal and external meetings
- ✓ Responsible for organizing CEO travel and logistics
- ✓ Monitor and respond to incoming communications (including complaints) to CEO's office
- ✓ Secretarial support for meetings Drafting and writing high quality reports and presentations.
- ✓ Communicating important updates and information
- ✓ Communicate meeting reminders and board reports with relevant Board and Committee members.

Your profile

Education: Master's degree or Professional Bachelor in Office Management

Experience: Minimum 5 years' experience as Personal Assistant, Office Manager or similar role.

Competencies:

- ✓ High proficiency of Dutch, French and English.
- ✓ Professionalism and confidentiality are a MUST for this position.
- ✓ Hands-on mentality with a problem solving attitude.
- ✓ Resourceful & independent.
- ✓ Outstanding organizational, planning and multi-tasking skills.
- ✓ Excellent communication skills.
- ✓ Superb grammar skills (ensure flawless documents/emails).
- ✓ Information gathering and information monitoring skills.
- ✓ Judgment and decision-making ability.
- ✓ Flexibility.

Essential Attributes:

- ✓ Calm character, able to prioritize and ensure smooth execution of tasks.
- ✓ Strong attention to detail and accuracy.
- ✓ Maintain high levels of professionalism.
- ✓ Well organized with an understanding of priorities and changing demands.

Our offer

- ✓ An attractive salary and fringe benefits based on your profile and experience.
- ✓ A cosy desk full of tools that you need to give the best of yourself.
- ✓ An innovative, vibrant company that uses all new opportunities and possibilities.
- ✓ An environment that is enthusiastic about employees with initiative.

Interested to join us? Please send your motivated application to **Noella Schade** - JOBS@HOMEINVEST.BE.