

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 € 636 million in Belgium and the Netherlands.

To support the further growth of the company we are looking for a

CARETAKER (CONCIERGE) M/F

Your Key Responsibilities

- You are responsible for the general maintenance and supervision of the communal parts (walls, stairs, corridors, floors,...) of a (group of) building(s);
- You are responsible for keeping the communal areas and the immediate surroundings clean: cleaning of stairs/lifts/corridors; put the rubbish outside; make the footpath snow-free;
- You ensure that the building is safe and in good condition. This includes: inspection rounds in the building and its immediate surroundings; noticing defects in the communal areas and reporting this to the Property Manager;
- At the request of the Property Manager you also carry out a number of tasks in the common parts of the building, such as recording the meter readings, keeping a logbook of the interventions;
- You act as a contact person within the building;
- You provide information to the occupants about the use of the communal areas in a comprehensible manner (indicate the room for rubbish, bicycle storage, etc.);
- You take care of small repairs such as replacing lighting, small painting jobs, repairing leaking taps, etc.).

Your Profile

- You are very flexible when it comes to availability;
- You carry out work that can be physically demanding (taking care of the removal of waste, clearing snow from the surrounding area, etc.);
- You are French-speaking but can express yourself well in Dutch and English;
- You are sociable and stress-resistant;
- You are communicative and act proactively;
- You are handy and observant.

Our Offer

- The opportunity to be part of a pleasant, young and dynamic working environment within a strong company that builds high-quality projects;
- A fascinating job that combines internal and external contacts;
- A full-time, permanent employment contract with an attractive salary;
- A package of fringe benefits with meal vouchers, pension and insurance plans;
- Free provision of accommodation in the building (subject to tax rules).

Interested to join us?

Please send your motivated application to Noëlla Schade - JOBS@HOMEINVEST.BE.

Follow us!

