

VACANCY

JUNIOR PROPERTY MANAGER



Intervest Offices & Warehouses nv was founded in 1996 and is a public regulated real estate company (GVV), currently active in the market of logistics buildings in Belgium and the Netherlands and offices in Belgium. Mid-2024, Intervest is expected to be fully controlled by TPG Inc, an American private equity company. With TPG as sole owner, Intervest will focus on further international growth and optimization of its logistics real estate portfolio.

Intervest's objective remains to invest in sustainable and clustered buildings and (re)development projects located at strategic locations. Intervest manages its properties itself and positions itself as a real estate company that goes beyond real estate by offering premium service to its tenants. A team of 58 colleagues listens to the clients and thinks ahead with them in an innovative and sustainable way.

At Intervest, the well-being of colleagues and communicating with each other, clients and the community is central.

Team Intervest currently has a vacancy for a:

JUNIOR PROPERTY MANAGER

As a junior Property Manager, you are responsible for managing logistics properties in Belgium. You organize and monitor the management of the portfolio so that tenants always have access to a safe, cost-efficient and pleasant working environment. You report to the Asset Manager.

JOB DESCRIPTION

PROPERTY MANAGEMENT ON SITE

- › You regularly visit the various buildings, direct interventions & supervise works.
- › You provide second-line support to tenants (first line support is provided by the help desk).
- › You manage relationships with external suppliers, contractors and maintenance companies to ensure quality and cost control. You contract, control and manage these maintenance parties.
- › You maintain positive relationships with tenants and support them on technical issues and requests.
- › You ensure the adequate functioning of all technical systems and facilities within the property portfolio.

PROPERTY MANAGEMENT ADMINISTRATION

- › You register malfunctions, handle and inspect repairs. You request quotations from external contractors and evaluate them. You initiate and coordinate the execution of maintenance and inspection work by third parties.
- › You request and compare offers from different suppliers, create purchase orders, track invoices.
- › You ensure proper execution of administrative tasks. You will be responsible for reporting on the detailed administrative and technical data.
- › You follow-up on insurance claims and disputes.

BUDGET CONTROL

- › You prepare annual asset budgets and follow up quarterly.
- › You approve invoices and verify expense statements.
- › You develop and implement maintenance plans and budgets to ensure that the property is in optimal condition. You contribute to the preparation of a multi-year maintenance plan (MYOP) and monitors.
- › You support the preparation and auditing of the annual settlement of service costs. You check invoices of work carried out.

SUSTAINABILITY & COMPLIANCE

- › You have regular inspections carried out to check the safety, compliance and general condition of the property check.
- › You keep detailed safety records, legal tests and inspections records.
- › You are responsible for the correct analysis of your buildings' meter readings.
- › You promote sustainability and energy efficiency within the future-proof portfolio. BREEAM, among others, plays an important role here.

YOUR PROFILE

- › Bachelor Real Estate, Construction or similar
- › 2-3 years of technical experience in a similar role
- › You speak Dutch and you can also express yourself well in French and English
- › You like being on site and show a hands-on approach
- › You master the use of the most common software in the industry
- › You master MS office (Excel, Word, PowerPoint, ...)
- › Good organizational and administrative skills
- › Able to set the right priorities
- › Strong communicator
- › Able to work within budget
- › Be flexible in terms of mobility and availability (many trips)
- › Work accurately and have an eye for detail
- › Work with deadlines

OUR OFFER

- › An attractive gross salary supplemented by a generous benefits package (such as a mobility budget or company car, net expense allowance, laptop, cell phone, meal vouchers, eco vouchers, bonus plan, group insurance, hospitalization insurance) and a flexible budget that you can receive cash or spend on up to 9 additional vacation days or additional social benefits
- › An exciting full-time job with the necessary coaching and support from your manager and colleagues
- › An inspiring work environment where everyone, knows everyone
- › A corporate culture that allows you to participate in reaching the company goals
- › A company that pays attention to the well-being of its employees
- › The space and support to take charge of your personal development
- › Various team events and fun get-togethers

WANT TO FIND OUT MORE?

Check our website at
www.intervest.eu

WANT TO APPLY?

Send an email with your CV and cover letter to
HR@intervest.eu

Interinvest Offices & Warehouses nv was founded in 1996 and is a public regulated real estate company (GVV), currently active in the market of logistics buildings in Belgium and the Netherlands and offices in Belgium. Mid-2024, Interinvest is expected to be fully controlled by TPG Inc, an American private equity company. With TPG as sole owner, Interinvest will focus on further international growth and optimization of its logistics real estate portfolio. Interinvest's objective remains to invest in sustainable and clustered buildings and (re)development projects located at strategic locations. The logistic centers are located on the axes Antwerp - Brussels - Nivelles, Antwerp - Limburg - Liège, Antwerp - Ghent - Bruges in Belgium and on the axes Moerdijk - 's-Hertogenbosch - Nijmegen, Rotterdam - Gorinchem - Nijmegen and Bergen-op-Zoom - Eindhoven - Venlo in the Netherlands. The offices are located in and around center cities with an important student population such as Antwerp, Mechelen, Brussels and Leuven.

Interinvest distinguishes itself in leasing space by going beyond the mere leasing of m². The company goes beyond real estate.
