

Portfolio Management Assistant for our German team

(Dusseldorf, Fulltime)

Key responsibilities:

- Support the Portfolio team in day-to-day business
- Support in the preparation of new lease agreements and proposals
- Filing and keeping the files updated for different purposes (e.g. contracts, external auditors, GRC, insurance etc.)
- Prepare external correspondence
- Prepare and maintain data rooms
- Assist in on-boarding new assets and hand-over of sold assets
- Support contracting of service providers (agents, experts, contractors etc.) and review goods and services received
- Instruct the service providers to ensure correct invoicing and ensure correction when needed
- Support project administration and analysis of deviations from budgets
- Prepare and administer GRC approval process
- Arrange and support meetings / visits (tender, project review, store inspections etc.)
- Prepare orders and contracts for Maintenance measures and Projects in Ordering tool (Planon)

Who we are looking for:

- Completed training as a broker, real estate specialist or comparable
- Several years of professional experience in asset, real estate or facility management, project development or practical experience during a dual education
- Service- oriented and pro-active attitude
- Organisational talent
- Good English language skills, spoken and written
- Knowledge of MS Office (Word, Excel, Power Point and Outlook)

Our offer:

- An attractive environment with nice colleagues
- A high degree of independence and varied of work
- Appropriate remuneration with attractive additional services, such as public transport card and company pension
- A modern workplace in a successful company with a long tradition and great sense of responsibility
- A permanent employment contract

If you are interested in this position, we look forward to receiving your application. Please email to: edith.verbossen@redevco.com