

Heylen Warehouses is developing at pace. To achieve our ambitions for growth we are looking to further strengthen our team with a M/F

PROPERTY COORDINATOR

Your responsibilities

- Helping to achieve customer and contact satisfaction objectives by being the first point of contact for the tenant;
- Daily monitoring of general and technical services: Answering questions from tenants, offering solutions to their problems, initiating action, coordination and monitoring of contractors and activities;
- Preventive and corrective maintenance planning and follow-up;
- Monitoring the preservation of and creating maximum value for the rental of our logistics real estate, quality monitoring during rental and carrying out inspections of the buildings;
- After completion of the building: Guidance, follow-up and control of (sub)contractors and suppliers, including contract management;
- Financial management and cost allocation for facilities and services.
- You report to the Property Manager

What you contribute

- A strong proactive attitude and problem-solving capacity to deal with all sorts of questions and issues (HVAC, sanitary facilities, electricity, construction, etc.);
- Strong communicative skills, pragmatic and result-oriented, sense of responsibility, enterprising and demonstrating initiative, flexible, team player, attention to detail and quality;
- Experience in Facility & Property Management is a plus;
- You work and think at Bachelor level;
- Good knowledge of Office tools & IT-minded. Knowledge of SAP is a plus;
- Good command of Dutch and English.

In exchange for your hard work we offer you:

- Long-term employment at a strongly growing, ambitious and dynamic company, where you are given the freedom to work independently and take on broad responsibility.
- A corporate culture with result-orientation, a sense of responsibility, personal commitment and acting with respect at the core.
- Internal training with an eye for each detail of a good property policy.



- A highly enjoyable working environment in which we listen to you, and where you can continue to learn and develop each day.
- One big family of colleagues with a sense of humour.
- And much, much more!

Interested? Send your CV to pieter-jan.van.nyen@heylenwarehouses.com.

We will treat your application in all discretion.