

## PROPERTY MANAGER

### BELGIUM

**Are you the driven Property Manager who will assist Heylen Warehouses, a full-service developer and investor in logistics warehouses, in further realizing its growth ambitions?**

Heylen Warehouses develops, leases and manages state-of-the-art logistics and commercial real estate. In both the Netherlands and Belgium, we have already realized more than 1,700,000 m2 of buildings, focusing on high-quality, architectural value and sustainability. As a reliable partner in logistics facilities, we guarantee an efficient construction process and trouble-free use of the building after completion.

#### **Your responsibilities:**

- You are responsible for the management of a part of the building portfolio in Belgium from A to Z.
- You act as the single point of contact (SPOC) for our tenants, maintenance and inspection companies, as well as various internal departments.
- You guide, advise, and coordinate tenants in implementing necessary maintenance and inspection programs for value preservation, operational reliability, and building and equipment life cycle.
- You ensure compliance with the agreements in the lease contracts and address tenants accordingly.
- You monitor the quality of our real estate projects and property services during both the construction phase and the management phase. As the representative of the owner during building handover, your task is to efficiently initiate Property Management for the building.
- You are responsible for preparing budgets for service costs, CAPEX, etc.
- You place orders, negotiate contracts, and handle the associated administration and processes.
- You actively contribute to frequently reporting to the owners.
- You report to the Head of Property Management.

#### **What do you bring:**

- You have completed a Bachelor's degree in Real Estate Management, Facility Management, or a related field.
- You have several years of relevant experience in building management.
- You possess a Bachelor's level of work and thinking and have a healthy 'can-do' mentality.
- You identify opportunities and process improvements and are willing to proactively work on them.
- You have a social and diplomatic attitude, and you function well in a team with a high level of independence and sense of responsibility.
- You have a good knowledge of Office tools. Knowledge of SAP is a plus.
- You are fluent in both Dutch and English, both spoken and written.



**In return for your hard work, we offer:**

A competitive salary package and a pleasant working environment in a company where hard work, a can-do mentality, and collective enjoyment are the cornerstones of success.

Are you ready for a new adventure in a company where initiative and entrepreneurship are highly encouraged? Then you might become our new colleague.

Send your CV to [karl.dockx@heylenwarehouses.com](mailto:karl.dockx@heylenwarehouses.com), and we will handle your application with complete discretion.