

Job Opportunity – Head of Property Management

 **Belgium & Luxembourg**

 **Befimmo Real Estate Group**

About the Role

Befimmo is looking for a **Head of Property Management** to oversee the operational management and maintenance of its real estate portfolio in Belgium and Luxembourg.

In this key leadership role, you will ensure that our buildings remain in excellent condition, anticipate operational challenges, and drive continuous improvement in tenant satisfaction, building performance, and compliance.

Your Key Responsibilities

As Head of Property Management, you will:

- Lead the **operational management and maintenance** of a diversified real estate portfolio
- Ensure buildings are maintained in **perfect working condition**, with a proactive approach to issue prevention
- Contribute to the development and execution of the portfolio's property management strategy, including:
 - Technical and structural renovations
 - Energy efficiency improvements and environmental certifications
 - Maintenance, refurbishment, and enhancement works
 - Safety, security, access control, and regulatory compliance
- Drive a strong **client-centric approach**, monitoring and improving tenant satisfaction
- Manage and control **tenant service charge costs**, including quarterly reviews
- Oversee recurring legal compliance checks and ensure proper follow-up of inspection remarks
- Negotiate and manage contracts with service providers (maintenance, security, consumables, etc.)

- Implement and monitor new processes and KPIs to optimize team performance and contractor quality
 - Lead, motivate, and supervise a team of approximately **6 Property Managers**, ensuring strong collaboration and cohesion
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Your Profile

We are looking for a professional who combines leadership, technical expertise, and a strong service mindset.

Experience & Education

- Higher education degree or equivalent professional experience
- Minimum **5 years of successful experience** in a similar role

Skills & Competencies

- Strong leadership and hands-on drive
 - Technical and administrative versatility across building services (hard & soft services)
 - Expertise in building technologies, energy management, or environmental performance is a plus
 - Fluent in **French and Dutch**; English is an asset
 - Proficient in MS Office
 - Knowledge of tools such as Microsoft Project, AutoCAD, or FMIS is considered an advantage
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Why Join Befimmo?

At Befimmo, you will join a leading real estate group committed to sustainability, innovation, and high-quality service. This role offers the opportunity to make a tangible impact on building performance, tenant experience, and operational excellence.

 **Interested? Apply now via jobs@befimmo.be and help shape the future of Befimmo's property portfolio.**