



Senior Property Manager (f/m/x)

Befimmo at a glance

Befimmo¹ is a real-estate investor, operator and developer, active in Belgium and in Luxembourg.

For more than 30 years, Befimmo has been developing a high-quality, high-performance portfolio, consisting mainly of offices, multi-purpose buildings and coworking spaces.

Befimmo's priority for value creation is to provide stimulating, honest, hybrid and sustainable living and working spaces that respond to the main trends that, as of today, are shaping the world of tomorrow.

Sustainability criteria have become a natural extension of this strategy and drive us to innovate.

Your role:

With a direct report to the **Head of Asset Management**

The mission is to ensure the efficient operational, technical, and administrative management of a strategic real estate portfolio while fostering collaboration and knowledge-sharing, ensuring properties are well-maintained, compliant, and aligned with the business plan.

Core Objectives :

- Manage day-to-day operations of the portfolio.
- Work with other departments on real estate projects.
- Enhance tenant comfort through proactive technical and operational support in coordination with the Asset Manager.
- Share expertise and best practices with Property Managers.
- Advise and coordinate on specific projects or initiatives when needed.

Your main activities:

- Property Management: Oversee daily maintenance, technical and regulatory updates, and building administration.
- Operations & Compliance: Handle legal reporting, service contracts, permits, compliance attestations, safety, insurance, and regulatory corrections.



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- Supplier Oversight: Monitor service providers for quality, cost control, and accountability, applying penalties if needed.
- Financial Management: Track OPEX/CAPEX budgets, manage energy accounting, oversee tenders, procurement, contracts, and invoicing.
- Tenant Relations: Optimize operating costs, enhance performance and tenant comfort, manage complaints, enforce lease terms, and maintain trust-based relationships.
- Onboarding/Offboarding: Manage tenant move-ins/outs, guarantees, and access.
- Documentation: Ensure accurate technical inventories, project handovers, and up-to-date records in collaboration with other teams.
- Strategic & ESG: Contribute to portfolio reviews, track action plans, and integrate ESG goals with suppliers and tenants.

Sustainability Policy:

By joining Befimmo, you are joining a company that cares about its impact on the environment and society. You are therefore keen to play an active role in its ESG policy.

Your profile:

- Higher education degree or equivalent experience
- At least 7 years of successful professional experience in a comparable role.

Your other skills:

- Technically versatile: Ability to understand, propose, and evaluate solutions in various building technical domains, covering both hard and soft services.
- Additional expertise in a specific field related to building technologies, energy management, or environmental management.
- Bilingual: Dutch/French (mandatory), with English proficiency as an asset.
- Proficiency in MS Office Suite (Excel, Word, PowerPoint, Outlook).
- Knowledge of specialized software such as CRM, ERP, BMS, EMS, FMIS, and BIM is a strong advantage.

Want to join us?

We look forward to hearing your application at jobs@befimmo.be.