

Technical Property Manager

- ABOUT

Nextensa is a leading Belgian real estate investor and developer. We have an eye for opportunities and turn them into valuable projects for all stakeholders. Besides creating unique neighbourhoods, we contribute to the community by anticipating trends and creating sustainable and vibrant spaces to live, work, relax and shop.

- FUNCTION TITLE

Technical Property Manager with a focus on managing technical installations.

- POSITIONING

Property management team, reporting to the head of property management.

Team property management consists of :

- head of property management
- 2 property managers
- 2 property management assistants
- 2 facility coordinators

- PURPOSE OF THE FUNCTION

The Technical Property Manager plays a central role in achieving the successful management of the Nextensa portfolio. The focus is on fostering relationships with customers, suppliers, and optimising the end-to-end quality and cost of our buildings for our tenants.

This role involves many facets: technical management, liaising with customers, suppliers, financial reporting, coordinating the various processes and stakeholders to ensure that tenant satisfaction remains high.

Are you looking for a challenging and varied position in the real estate sector? Do you have experience in the technical management of office buildings and commercial properties? Do you take responsibility and initiative? Do you speak fluent French, Dutch and English? Then you are the property manager we are looking for!

- TASKS AND RESPONSIBILITIES (non-exhaustive list of tasks)

Your responsibilities include:

- Monitoring service contracts with (sub)contractors for the full technical maintenance of the various assets, including budget monitoring
- Supervising technical projects in the assets (conversions, modifications, optimisations)
- Organising inbound and outbound place settings, key handovers with tenants
- Liaising with owners, tenants, syndics and suppliers
- Preparing statements, invoices and reports
- Updating administrative and technical files
- Follow-up on insurance files, legal inspections, energy consumption, etc.

- **REQUIRED COMPETENCIES**

Technical expertise/skills

- Languages: spoken and written knowledge of Dutch, French and English. French or Dutch must be mother tongue
- Min Bachelor's degree (construction, electromechanics)
- Proven technical experience (approx. 10 yrs) in a technical maintenance or installation company (or similar position)
- Be able to work with a ticketing system
- Knowledge of BMS systems
- Knowledge of Office 365 applications
- Experience in working with accounting/ERP systems is a plus
- Knowledge of ESG & sustainability principles

Generic competences

- Customer-oriented
- Enterprising and problem-solving
- Flexible, stress-resistant and independent
- Communicative

Profile - general info & practical

- Proactivity and initiative are key!
- There is no "I" in TEAM: we are looking for team players
- Flexible working hours
- You must be where our customers are => on-site presence required
- 1d per week homeworking possible after a 6-month onboarding period. No possibility of working from home before that.
- Place of employment: Tour & Taxis Brussels, Gare Maritime, but occasional visits to assets in Antwerp, Brussels or elsewhere are expected.
- Induction period: by walking alongside an immediate colleague for an extended period - after the induction period, responsibilities will be definitively divided.
- Age, experience, etc. matters, but we are especially looking for "go getters" - people eager to get results for both the organisation and themselves.

Are you interested?

If so, please send your CV to jan.berge@nextensa.eu.

We look forward meeting you!