

Aedifica is a Regulated Real Estate Company under Belgian law specialised in healthcare real estate, particularly in senior housing. Aedifica has developed a portfolio worth more than €2.3 billion in Belgium, Germany, the Netherlands and the United Kingdom. Aedifica has been quoted on Euronext Brussels (regulated market) since 2006.

Aedifica is looking for an (unpaid)

Office Manager Assistant Intern

Job description:

Your main responsibilities:

- **Welcome** of business visitors and partners
 - You will welcome guests and bring them to the meeting room offering a drink
 - You will prepare the daily meeting agenda and look up the visitors' names in order to greet them when they arrive, double check the meeting room's availability and cleanliness, ask the meeting organiser if a lunch is needed. You will make sure any special request is fulfilled
 - You will help with the collection and distribution of daily supplies, mail, special deliveries and office items
 - You will respond to Internal (colleagues) & External (visitors) requests
 - You will coordinate the storage of office supplies, orders, proposal requests, invoices
 - You will help with cleanliness & maintenance of Reception – Meeting Rooms – and Kitchen area incl. refill of drinks and other material
- **Recruit** the intern successor:
 - You will manage the communication with schools and interns (posts, description, screening of CV's and interns, virtual appointments, agenda)
- **Improve** our job
 - You will create and update guidelines
 - You will look up for more responsible (and local) suppliers
 - You will find alternatives in order to reduce waste
 - You will improve the job, make recommendations on best practices

Profile:

- You have a good spoken and written knowledge of Dutch, French and English.
- You have a hands-on mentality and strive for continuous improvement.
- You are able to understand some real estate acquisition and disposal principles.

We offer:

- An exciting internship with a varied range of tasks in a pleasant and collegial working environment, with the chance to grow professionally.

Visit our website www.aedifica.eu for more information and send your resume tom.wolter@aedifica.eu.

