

Aedifica is a Regulated Real Estate Company under Belgian law specialized in European healthcare real estate, particularly in senior housing. Aedifica has developed a portfolio of over 510 sites in Belgium, Germany, the Netherlands, the United Kingdom, Finland, Sweden and Ireland, worth more than €4 billion.

Aedifica is looking for an (unpaid)

Office Manager Assistant Intern

Job description:

Your main responsibilities:

- **Welcome** business visitors, partners and colleagues
- **Supervise cleanliness**
 - You will help with cleanliness & maintenance of Reception – meeting rooms – and kitchen area incl. refill of drinks and other material
 - You will daily brief and debrief with the cleaning team
- **Dispatch & Respond** to requests both from internal colleagues and visitors
 - You will help with the collection, distribution, storage of daily office and cafeteria supplies
 - You will manage the outlook inboxes & assign the emails to the right stakeholders
 - You will digitalise all incoming mail, rename the documents following a nomenclature principle
 - You will coordinate the storage of office supplies, orders, proposal requests, invoices, etc.
 - You will organise shipments of material & business documents via courier
 - You will coordinate the collection of signatures from the management team
 - You will act as liaison with the owner of the building for malfunctioning / broken office items
 - You will work closely with HR and IT for new hires (badges, welcome kit, IT equipment, etc.)
 - You will help with technical material in the meeting rooms
 - You will be the first point of contact for security & emergency questions and situations (incidents, evacuation, first aid, access to archives/ server rooms, lost and found objects, parking requests)
 - You will order catering for meetings and events
 - You will prepare meeting & events' supporting documents such as the creation of booklets
- **Recruit** the intern successor
 - You will manage the communication with schools and interns (social media & jobsite posts, update of the job description, screening of CV's and interns, arranging virtual appointments and induction meetings with staff, training)
- **Improve** the job
 - You will create and update guidelines
 - 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 and motivation letter to: tom.wolter@aedifica.eu.

