

Aedifica is a Regulated Real Estate Company under Belgian law specialised in European healthcare real estate, particularly in senior housing. Aedifica has developed a portfolio of over 590 sites in Belgium, Germany, the Netherlands, the United Kingdom, Finland, Sweden, Ireland and Spain, worth more than €4.9 billion. Aedifica is listed on Euronext Brussels (2006) and Euronext Amsterdam (2019) and is part of the BEL20 since 2020.

To strengthen our local team in Belgium, Aedifica is looking for an

Asset Manager

As an Asset Manager you will work closely with the operational and technical country team members working on the Belgian portfolio as well as with the supporting functions of the head office in Belgium.

Job description:

- **Tenancy and building supervision/day-to-day property operations**
 - Monitor and safeguard tenant compliance with lease agreements including maintenance obligations and monitoring of receivables
 - Tenant risk assessments, financial analyses, assessment of sustainable rent
 - Overall tenant relationship management – as a negotiation partner towards operators for current and future projects you will be in the position to assess and implement value creation opportunities
 - Maintain contacts with other relevant market players, such as suppliers, developers, legal and other (technical) and advisors
- **Assure internal and external property reporting**
 - Assure property reporting - assessment and approval of incoming invoices, work orders, service costs, etc., within the approved budget and approval limits and support headquarters' operational and financial controlling teams
- **Document and data management**
 - Negotiate lease agreements and amendments to lease agreements
 - Negotiate other key property related contracts
 - Upon the acquisition of new buildings, assure the delivery of all necessary property related documentation/certificates/other data
 - Property related information sharing with the headquarters' operational and financial controlling teams
 - Maintain and manage all property related information in Aedifica's electronic document management systems
- **Property Insurance**
 - Follow-up on insurance cover and ensure damages and claims are properly looked after
- **Prepare and manage (annual) budgets**
 - Assist with the annual cash flow planning, OPEX plan and CAPEX plan in collaboration with the property and project managers
 - Continued budget supervision with support from the property accounting team

- **Overall responsibilities**

- Manage, plan, coordinate and co-operate with the property management/property accounting team
- Represent Aedifica within the limits of property management and property accounting towards external third parties, such as tenants, co-ownership structures, suppliers, government institutions, etc.
- Assist in the development and implementation of business plans for the portfolio
- Report to the country manager and Aedifica's headquarters

Profile:

- You have a Master degree level in Finance or Economics with a proven track record in real estate with at least 5 years of experience in asset management
- You have excellent written and verbal communication skills in Dutch, French and English
- Knowledge of SAP is a plus. Good MS- office software skills are required (Excel, etc.).
- You have strong networking skills
- You have strong organizational and analytical skills
- You provide efficient, timely and reliable and courteous service to customers and your colleagues
- You are a team player and motivator, pro- active and a problem solver.

We offer:

- An exciting job with a varied range of tasks in a pleasant and collegial working environment, with the chance to grow professionally
- Working for a fast-growing listed entity such as Aedifica, you will have the opportunity to develop yourself on a permanent basis, through personal development and relevant training
- A full-time contract of indefinite duration
- An attractive salary, in line with your experience, supplemented with other fringe benefits
- The opportunity to work from home up to 50% of your worktime

Visit our website www.aedifica.eu for more information and send your resume and motivation letter to: human.resources@aedifica.eu – vacancy Asset Manager Belgium