

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 a

Property & Project Manager Belgium

As a Property & Project Manager you will work closely with the country team members on the Belgian portfolio, with the head office technical team as well as with the supporting functions of the head office in Belgium.

You will manage and oversee all aspects of our senior housing portfolio located in Belgium ensuring that our projects are well defined and executed and our properties are well maintained in line with contractual and market requirements with special focus to enhancing energy efficiency.

Job description:

- **Project management**
 - Prepare scope of works, cost estimates & budget, planning and milestones, quality and risk identification in coordination with other team members.
 - Conduct standard requests for proposals, negotiate and complete bid analysis.
 - Implement project documentation governance aligned with the company standards and ensure that project data integrity and documentation is accurate, timely and coordinated.
 - Manage all aspects of the development projects on a regular basis (program, budget, schedule, procurement, quality and risk) in close collaboration with the tenants, developers, designers, contractors and other stakeholders ensuring that projects are delivered on time, within budget and within scope.
 - Oversee provisional and final acceptance.
- **Property management**
 - Conduct annual visits to our assets and draft a condition measurement report and propose required capex in line with the lease contracts.
 - Follow-up on the required attestations and asset documentation.
 - Define and estimate the required OPEX/CAPEX-investments in coordination with the tenant and internal departments.
- **Technical due diligence**
 - Provide technical support, perform risk analyses, conduct site visits and draft due diligence reports during the acquisition process of new projects.
- **CSR strategy**
 - Help to develop and achieve Aedifica's CSR goals, implement sustainability in our company's mindset and participate in our CSR committee.

- **Overall responsibilities**

- Manage requests and demands from tenant(s) and internal (commercial) departments.
- Demonstrate capability to read, understand and review typical real estate project documents (contracts, leases, agreements, work letters, project charters, surveys and drawings) in coordination with our asset & legal department.

Profile:

- You have a Master degree in Engineering and/or Architecture with at least 3 years of experience preferably in project execution.
- You have excellent written and verbal communication skills in Dutch, French and English.
- You have adequate technical knowledge: knowledge of technical installations related to housing and care homes is a plus.
- Other skills: intermediate skills with MS- office software and Autocad.
- You have strong organisational and analytical skills.
- You provide efficient, timely, reliable and courteous service to customers and your colleagues.
- You are a team player, 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 Property & Project Manager Belgium