

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 610 sites in Belgium, Germany, the Netherlands, the United Kingdom, Finland, Sweden, Ireland and Spain, worth more than €5.6 billion. Aedifica is listed on Euronext Brussels (2006) and Euronext Amsterdam (2019) and is part of the BEL20 since 2020.

To strengthen our Group Operations team, Aedifica is looking for a

## Technical & Development Coordinator EU

The Group Operations team is responsible for managing the standing investment portfolio as well as the development activity of the Group, working with our local teams to provide sustainable growth.

### **Job description:**

The T&D coordinator is part of the HQ Technical & Development Team under the overall guidance of the company's COO. The HQ T & D is responsible for guiding and supporting the local technical teams in their property management and development activities. These activities include technical due diligence during acquisition, implementing sustainable development projects, and maintaining the company's +/- 600 assets in 8 countries.

The team of T&D coordinators, under the guidance of the T&D Manager, are responsible for the monitoring of the local Property and Project Management after closing of an acquisition or forward purchase transaction in the six countries where we have local teams. Each T&D coordinator has his/her own country portfolio. She/He works closely with the local Property and Project Managers to monitor, steer and facilitate the activities in order to guarantee that all developments and all existing assets are safe, well maintained and futureproof.

### **This function includes:**

- **Project Management**

Together with the Project Managers of each country, the T&D Coordinator monitors development projects on a regular basis to ensure that all projects are delivered on time, on budget and within scope. This should result in a building that is in line with planning and budget and our requirements for sustainability, conformity and comfort for operators and residents, as well as easy to maintain.

- **Property Management**

In terms of technical property management, the T&D Coordinator ensures that local teams are complying with the company's standards and processes, including the implementation of the Building Assessment framework, based on the following 3 pillars:

- Maintenance: monitoring and safeguarding operator compliance with lease agreements, including their maintenance obligations and monitoring of receivables
- Sustainability: supporting and promoting the Aedifica CSR objectives and encouraging best practice engagement by developers, advisors and operators
- Compliance: ensuring country teams monitor building compliance

- **Document Management**

For all disciplines, the T&D Coordinator oversees in-country implementation of documentation management aligned with corporate standards, ensuring that data integrity and documentation are accurate, timely and coordinated.

- **Reporting**

The T&D Coordinator ensures timely and accurate property and development reporting of all ongoing projects and activities to the T&D Manager to support with:

- escalation in terms of deviations
- the follow-up of set objectives
- the preparation of (re)forecasts of annual business plans
- approval of incoming project requests

Consequently, the T&D Coordinator will facilitate HQ level decisions thanks to his detailed technical knowledge of his/her own country portfolio and will play an active role in the approval process for OpEx and CapEx.

**Profile**

- Relevant experience (at least 3 years) in the real estate sector, preferably in project management or execution
- Education: Master's degree level in Engineering, Architecture or Construction Management
- Technical knowledge: knowledge of technical installations related to housing and care homes is a plus
- Technical Property Management experience is a plus in order to guide our building assessments, including maintenance inspections and compliance audits
- Capability to understand and review typical real estate project documents (such as turnkey agreements, lease contracts, project charters, surveys and drawings)
- Good knowledge of sustainable building techniques
- Highly motivated individual, team-player with strong analytical & communication capabilities
- Focus on quality and document/administration accuracy
- Efficient and reliable
- Ability to efficiently plan your time and prioritise projects in a dynamic environment
- Strong presentation and writing skills in English. Proficiency in Dutch and/or French may be an additional positive point
- IT skills: Excel (data management, pivot tables, etc.), PowerPoint

**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 for up to 50% of your worktime

Visit our website [www.aedifica.eu](http://www.aedifica.eu) for more information and send your resume and motivation letter to: [human.resources@aedifica.eu](mailto:human.resources@aedifica.eu) – Vacancy Technical & Development Coordinator

