

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 nearly €6 billion in Belgium, Germany, the Netherlands, Finland, Sweden, the United Kingdom, Ireland, and Spain. Aedifica has been quoted on Euronext Brussels (regulated market) since 2006 and is part of the BEL20 since 2020. To strengthen our Legal, Mergers & Acquisitions and Investment teams, Aedifica is looking for an:

Executive Assistant (m/v)

Job Description:

As executive Assistant you will provide full Management Assistance to the de Chief Legal and Mergers & Acquisitions Officer and the Chief Investment Officer. Furthermore, you will provide administrative assistance with a variety of tasks to the other members of the teams.

Tasks:

- You manage and organize the agendas of the Chief Legal and Mergers & Acquisitions Officer and the Chief Investment Officer. You plan their travelling abroad and make all necessary travel arrangements;
- You are independently responsible for a variety of tasks;
- You also provide administrative support to their teams, also for travel arrangements;
- You assure smooth and professional communication with external and internal contacts;
- You answer the phone and follow up on e-mails;
- You are responsible for the follow-up of files and filing;
- You are responsible for the management and follow-up of incoming and outgoing correspondence;
- In collaboration with your supervisors, you are responsible for drawing and finalizing letters, minutes, reports, presentations, ... in terms of layout & proofreading for correctness;
- You organize meetings at the HQ and abroad and take care of the logistics (lunch, didactic material, etc.
- You backup for the other assistants during their absence, holidays...

Profile:

- You have a bachelor's degree in office management or you can present relevant experience;
- You have minimum three years of work experience, preferably in an international context;
- You have an excellent command of Dutch and French, supplemented by a thorough knowledge of English, both orally and in writing. Knowledge of German and/or Spanish is a plus;
- You can easily get along with the standard MS Office tools, i.e. Outlook, Word, Excel & PowerPoint;
- You are dynamic and proactive;
- You can work very meticulously and you respect deadlines;
- You are stress-resistant and can handle confidential information;
- You are a team player;



Our Offer:

- An exciting job with a varied range of tasks in a pleasant and collegial working environment, with the opportunity 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.

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

