

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 country team in Belgium, Aedifica is looking for a

## Asset Manager

Aedifica is actively seeking an enthusiastic and dynamic **Asset Manager** to strengthen its country team in Belgium. This pivotal role involves collaborating closely with operational, technical, and investment team members dedicated to the Belgian portfolio, alongside key support functions at the headquarters in Belgium.

### **Job Description:**

As an Asset Manager, you will undertake a multifaceted role that involves various responsibilities:

#### *Internal and Client Reporting:*

- Ensure tenant compliance with lease agreements
- Conduct tenant risk assessments, financial analyses, and sustainable rent evaluations
- Oversee property reporting: approving incoming invoices, work orders, service costs, etc., aligning with asset management budgets and assisting the headquarters' operational and financial controlling teams

#### *Tenant Relationship Management:*

- Facilitate client dashboarding for effective communication
- Act as a negotiation partner with operators for ongoing and future projects
- Identify and implement opportunities for value creation
- Foster connections with key market players, including suppliers, developers, legal advisors, and other relevant stakeholders

#### *Document and Data Management:*

- Negotiate lease agreements and related amendments
- Oversee crucial property-related contracts negotiations
- Ensure the acquisition of necessary property-related documentation for new buildings
- Share property-related information with the headquarters' operational and financial controlling teams
- Manage property-related data within Aedifica's electronic document management systems

#### *Budget Preparation and Management:*

- Assist in creating and managing annual budgets, cash flow planning, OPEX, and CAPEX plans in collaboration with property and project managers
- Maintain ongoing supervision of budgets with support from the property accounting team

#### *Marketing Initiatives:*

- Organise Aedifica events and seminars
- Collaborate with the communications department at headquarters for social media posts related to the Belgian portfolio
- Initiate and coordinate CSR and marketing endeavours for the Belgian portfolio

*Overall Responsibilities:*

- Efficiently manage, plan, and coordinate with the property management/property accounting team
- Represent Aedifica in dealings with external parties like tenants, co-ownership structures, suppliers, and government institutions within the realm of property management and accounting
- Contribute to the development and execution of business plans for the portfolio
- Report to the Country Manager and Aedifica's headquarters

*Requirements:*

- Bachelor's or master's Degree in business Administration, Real Estate Management, Finance, or Law
- Previous experience in asset management or property-related roles
- Proficiency in financial analysis and lease agreement negotiations
- Excellent communication and negotiation skills
- Ability to work collaboratively within a team and independently
- Strong organisational and multitasking abilities

**We offer:**

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

If you're ready to take on this challenging and rewarding role at the forefront of Aedifica's operations in Belgium, we invite you to apply.

**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 Asset Manager Belgium**