



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.

The Company is looking to build a dynamic local team to manage and oversee the Irish portfolio. The team will be based in Dublin and supported by the central team in Brussels. In response to the needs of the business, Aedifica is seeking to hire for the role of Property Manager, details of which are provided below.

Property Manager

The Property Manager works closely with the Country Lead, the Project Lead for Ireland, and the Financial and Operational Head Quarter team members based in Belgium (Brussels). The Property Manager will report directly to the Country Lead.

Job description

The Property Manager will play a pivotal role in the day-to-day management of our Irish portfolio. In cooperation with the Country Lead and the Head Quarter team members, the candidate role will encompass:

- **Real Estate Market:** possessing a general knowledge of the Real Estate sector and developing a working knowledge of the local Irish healthcare market in which the REIT operates.
- **Lease Management:** Monitoring operator performance as well as preparation and distribution of rental invoices, and other property-related documents; ensuring timely payment of rent and addressing any issues related to payment processing.
- **Technical Asset Management:** The candidate will be expected to have a basic technical property management know how to assist in the inspection of assets, judge multiyear maintenance plans and review building improvement proposals. Knowledge of monitoring development / construction sites is preferred but not required.
- **Strategic Asset Management:** support the Country Lead and HQ team members in strategic asset management initiatives including implementation for the Irish portfolio.
- **Data Management:** Maintain accurate and up-to-date records of property-related transactions, including leases, rentals, and maintenance activities.
- **Communication:** Maintain a collaborative and communicative relationship with the care operators to ensure a positive landlord / tenant experience and efficient property management; keeping communication channels open to discuss concerns, questions, or emergencies.
- **Reporting:** Assisting with financial reporting under the leases and towards Head Office in Brussels; gathering and organizing financial and all information collected, reconciling accounts, and generating reports when necessary; assisting in the budgeting process; monitoring and implementation with support of Brussels in any tenant surveys or other corporate engagement activity.





- **IT:** Assist in the implementation and maintenance of property management software systems and associated databases.
- **Operational Management:** Collaborate with both external and internal stakeholders to handle inquiries, resolve issues, and ensure smooth operations.

System and tools

Main systems and tools used in this position are the Microsoft Office suite and SAP. Proficiency in utilizing an ERP (Enterprise Resource Planning) system is integral to this role, necessitating both a strong affinity for the system and the requisite skills to effectively navigate and leverage its functionalities. On-going support and training will be provided via Head Office as required

Requirements

- Relevant real estate experience (minimum 3 yrs.) and a primary degree in a financial administration, quantitative or real estate discipline
- Experience in healthcare sector / environment preferable but not essential
- Assertive self-starter with strong administrative skills who provides professional and courteous service to customers, tenants and all stakeholders
- Highly motivated individual, interested in real estate, a team player with hands-on approach
- Structured and accurate way of working
- Ability to efficiently plan your time and prioritise tasks in a dynamic environment
- Strong analytical, problem solving and presentation skills coupled with excellent interpersonal skills and the ability to work with internal cross functional teams and external advisors.
- IT skills: proficiency in MS Office (Excel, PowerPoint, Word, Teams) and ERP systems (SAP preferred)
- Flexibility to travel throughout Ireland and where required to HQ in Brussels, but the role will be Dublin based
- Remote working will be an option for up to 2 days per week but only after an initial probationary period has been completed satisfactorily

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 subject to statutory probationary period
- An attractive salary, in line with the candidate's experience, complimented by other benefits
- An inspiring workplace with the opportunity to work from home up to 40% of your worktime, 'getting things done' is more important than where, when & how.

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

