



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 Belgian team, we are actively looking for a:

Property & Project Manager

In this versatile role, you will be responsible for various aspects within project and property management, with a focus on ensuring operational efficiency and maximising the value of our property portfolio.

Your main responsibilities will be:

As **Project Manager**, you will be actively involved in the project management process, working closely with delegated building owners, developers, architects, contractors and other stakeholders to ensure that projects are delivered on time, within budget and according to specifications. Duties include management and follow-up of (re)development projects from building permit to final delivery including budget monitoring, invoicing, planning, tendering, documentation review, quality control, risk management and contract compliance.

As **Property Manager**, you will also be responsible for the day-to-day management of our property portfolio. This includes amongst others:

- daily management of our property portfolio, including regular inspections of our assets and monitoring of maintenance needs
- maintaining regular contact with operators through technical meetings, where building defects, tenant/owner requests and requirements are discussed
- handling ad-hoc issues related to our existing property portfolio, and following up on lingering construction issues
- coordinating outstanding post-closing activities after acquisitions
- requesting, following up and analysing legal certificates, certifications and consumption data of our real estate assets.

Within the Technical Team, you will also fulfil the following tasks:

- send out requests for quotations, negotiate and complete bid analyses
- ensure the timely and accurate completion of internal reports and provide relevant information to central support services
- help to develop and subsequently achieve Aedifica's CSR objectives, support sustainability in our company's mindset.



We are looking for a colleague with the following qualifications and experience:

- approaching matters in a thorough and accurate manner, inextricably including the administrative part
- being able to read, understand and review typical documents for real estate projects (contracts, leases, agreements, work letters, project charters, surveys, drawings, schedules, plans,...) in coordination with our asset & legal departments
- comfortable in a regulated environment, able to respond to changes and evolutions in that environment and proactively recognise potential problems or conflicts
- communicatively strong in direct and indirect communication with the stakeholders involved
- solution-oriented thinking, taking into account the interests of the parties involved
- showing a genuine interest in the housing needs of older people with care needs, both in terms of infrastructure and social cohesion & integration.

Profile:

- education: minimum of a bachelor's degree in a construction or architectural field
- experience: three years' experience in an architectural project environment, preferably projects of a larger scale and complexity
- experience in facility management is definitely an asset
- communication skills: excellent written and verbal communication skills in Dutch, French and English
- strong organisational and analytical skills
- you deliver efficient, timely, reliable and courteous service to customers and your colleagues. You are a team player and motivator, proactive and a problem solver
- other skills: Knowledge of current Office365 applications, as well as AutoCAD
- driving license B

What we will offer you:

- 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, we invite you to apply.

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