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## Property Officer

BRUSSELS

### External Description

## Property Officer

bpostgroup strives to create an inclusive environment with challenging projects and inspiring collaborations. With our employees at the heart of our organization, we don't believe in jobs, we believe in careers. We're now looking for a [Insert concise job title] who will make us move.

### Your mission

#### Prospecting and monitoring the property market:

Develop and maintain relationships with players in the property sector (estate agents, brokers, developers, local authorities, provincial and regional departments).

Monitor property market conditions in the area concerned.

Drawing up and monitoring an annual action plan for the property portfolio (buildings and land).

Analysing public enquiries and their impact on properties, taking the necessary action.

Participating in co-ownership and local infrastructure meetings.

Taking steps to increase the value of the property portfolio by interacting with the relevant bodies.

#### Negotiating, drawing up and managing property contracts:

Negotiating, drawing up and managing property contracts: Drawing up new contracts in line with existing delegations and processes. Manage a portfolio of around 120 sites, including +/- 40 to 60 active files at any one time. Manage all rental files (flats, GSM sites, garages, etc.), including updating rental prices in line with the

index and market conditions, and optimising revenue streams. Renegotiate contracts (square metres and rents) in accordance with the plan drawn up for the region by your line manager. Acting as the single point of contact (SPOC) for landlords, co-owners and tenants, managing day-to-day relations and dealing with disputes, amendments, leases, calls for funds, etc. Manage the various stages involved in renewals and at the end of a contract.

### **Optimising unused square metres:**

Propose and update quarterly specific actions as part of the multi-year plan to minimise vacant square metres in your area. Manage vacant space and optimise it financially by negotiating the necessary investments with potential tenants. Updating and optimising all rental charges for the portfolio of properties under your responsibility..

### **Implement the sales plan assigned to Real Estate:**

Organise visits to properties for sale and handle all sales-related administration.

Work with the notary to prepare for the signing of the compromise/leases/deeds of sale. Ensure the official transfer of the properties sold.

### **Business Case :**

Establish Business Cases taking into account the specific characteristics of the buildings concerned, in particular those relating to the local authority.

### **SPOC Internal Customer:**

Acting as the local point of contact with internal customers for all property-related issues.

### **Your Profile**

You will combine solid expertise in property management with legal, technical and negotiation skills. In particular, the candidate must successfully demonstrate the following experience and skills:

- Experience required: At least 3 years in the property sector
- Solid knowledge of French and good knowledge of the 2nd national language

- Good knowledge of the real estate market and practices
  - Good knowledge of property management legislation, including town planning and environmental legislation
  - Good knowledge of real estate, construction and architectural techniques
  - Good knowledge of construction prices and the rental market
  - Driving licence
- You will be in contact with various internal players (Head of Real Estate, Assets Real Estate & Sales Manager, Project Leader, Internal Retail/Mail Client) and external players (owners, co-owners, tenants, municipal administration, prospective tenants, notary, buyers, Acquisition Committee, M&A: Cash Management, Business Control) to negotiate, inform and collaborate on real estate aspects.

### Our offer:

We want you to feel welcome and appreciated. Our offer includes

- A competitive monthly salary
- Meal vouchers
- Hospital, group and disability insurance
- A telephone subscription and a company car
- 20 days' statutory leave and 7 days' additional non-statutory leave
- An end-of-year and performance bonus and double holiday pay
- Numerous benefits offered by more than 100 bpost partners

### Why bpostgroup?

bpostgroup is Belgium's leading postal operator and a growing parcel & omni-commerce logistics partner globally. With a **focus on social and environmental sustainability**, we aim to be a trusted guide in a changing world. As our newest team member you will:

- Become part of the **bpostgroup family** with a unique atmosphere and culture.
  - Enjoy a **dynamic work environment** with a hybrid model allowing for flexibility.
  - Have access to **continuous learning and development** opportunities.
  - Have a direct **impact on decision-making** in an international success story.
  - Thrive in a **leadership culture** centered on visioning, sense making, innovation, and relating, empowering you to lead effectively in our forward-thinking organization.

