

Job Title: Junior Property Manager

Division: Property Services

Location/Office: Dusseldorf

Reporting to: Head of Portfolio Management

Goodman is an integrated property group that owns, develops and manages industrial property and business space.



- + Own: Goodman buys property for the long-term, providing ongoing relationships with customers and investment opportunities for its funds
- + Develop: Goodman's tailor-made developments across Asia Pacific and Europe are designed to meet the individual needs of its customers
- + Manage: Goodman's in-house **property services** teams ensure the operational needs of its customers are met and its assets are maintained to an exceptional standard. This generates increased customer satisfaction, higher retention rates and, in turn, secure returns for investors.

Context:

The operation, control, and oversight of our core product i.e. logistic real estate serves as an ideal stepping stone for a dynamic engineering graduate who will learn the fundamentals of what we are doing on financial, technical and commercial level and get to know our portfolio, customers and suppliers.

Accountabilities & duties

- + development of strong relationships with customers requiring regular visits to each asset;
- + the presentation of the Portfolio and all technical aspects, including structural maintenance and repairs, building management systems, management of customer issues;
- + the preparation and execution of short and long term capex plans;
- + all insurance matters, including co-ordinating the processes of obtaining certification from lessees and the administration of claims
- + the preparation of the annual building budgets and in the calculation and recovery of outgoings from customers;
- + the process of reconciling customers' accounts;
- + the arrears control process;
- + the processing of suppliers' invoices, answering correspondence and monitoring payments;
- + providing assistance to the accounts staff in all accounting matters including information of data to be entered into the property management system;
- + Assisting the Portfolio Manager with the carrying out of rent reviews, including the monitoring of diaries, the interpretation of lease clauses, the documentation and calculation of reviews and all other duties reasonably requested.

Relationships:

- + This position reports to the Head of Portfolio Management.

Skills, Knowledge and Experience:

- + Engineering degree – business mindset;
- + Fluent in German and English (written and verbal);
- + First experience in Real Estate (considered a plus but not necessary);
- + Keen interest in property building and its technical aspects;
- + customer service focus;
- + initiative and problem solving;
- + sharing knowledge and teamwork;