



Job Title: Property Services Team Assistant

Division: Property Services

Location/Office: Paris, France

Reporting to: Head of Portfolio Management

Primary Objective of this Position:

Support the Property Service Team by providing administrative and operational assistance.

Accountabilities & Duties

General assistance to the Property Services Team in France in all aspects of their work including:

- + **Operational assistance:** point of contact with customers and suppliers, coordinate tendering and interventions on logistics sites, liaise with the local instances / fiscal authorities & administration, assistance in follow-up of arrears (calls, reminders e-mail & letters)
- + **Administration and payment of charges:** in coordination with the team, update and follow up of P2P Contract Module; creation of purchase order (PO) in P2P and follow-up of payments
- + **Invoicing:** coordinate and consolidate all relevant information related to the monthly rent roll process (Yardi), Being able to check the accuracy of the amounts and perform rent variations (indexation), calculation of the fees invoiced to the fund.
- + **Ensure the timely and accurate communication of new and revised lease agreements** to the central Yardi team in Brussels by completing the required Yardi set up forms.
- + Being able to **identify the main information of a lease.** Assist in service charge reconciliation
- + Arrears: **manage and report the arrears payments** and develop good relationships with treasury services of the customers
- + **General administration for the Property Services team:** filing (hard and soft copy), assisting in reporting (coordination of inputs), correspondences in English and in French
- + **Insurance:** being responsible for insurance claim and follow up of the file
- + **Develop organization tools** to increase the efficiency of the processes.



- + In collaboration with another assistant, you will also manage the office management of the Paris Offices

Relationships:

- + The Team assistant reports to the Head of Portfolio Management
- + Internally, you will work closely with the Property/ Asset Managers as well as with customers and suppliers/contractors.
- + In addition you will work with other members of the team based in Brussels as well as with the Finance Department.

Skills, Knowledge and Experience:

- + Demonstrate at least **4 years of relevant experience as an assistant**. A previous experience in a similar role is a strong asset.
- + **French mother tongue and fluent in English** (written and verbal)
- + **Excellent communication skills**
- + Skilled in using **MS-Office applications and Excel** in particular (Pivot table)
- + Ability to **multi-task** and to prioritize tasks in order to meet tight deadlines.
- + **Detail oriented, demonstrate team spirit and flexibility**
- + **Curiosity and ability to explore new tasks** and domains (legal, accounting, etc.)