

Senior Property - Real Estate

The resource will have to manage the administrative and accounting activities of the real estate assets, coordinating the Property Management work team.

Responsibility:

- Management of rental contracts;
- Supervision of the issuing of periodic fee invoices;
- Analysis and processing of periodic reports;
- Interface with condominiums;
- Management of contractual issues;
- Schedule keeping;
- Team coordination.

Skills and competences required:

The ideal candidate must have at least 6 years of experience in Real Estate and condominium administration.

Are required:

- Diploma or Degree in Economic Disciplines;
- Condominium administration course preferred;
- Optimal use of the Office package (Excel) and preferably SAP;
- Advanced knowledge of the English language, level B2/C1;
- Strong leadership skills;
- Positive approach in the use of technology for the management and organization of work.

What the offer includes

- Inclusion with a permanent contract CCNL Commerce;

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- Salary in line with experience gained;
- Informal business climate;
- Flexible schedule;
- Additional benefits: meal vouchers, break area with free water and coffee, private parking.

Hourly availability: Full time

Work location: Milan in one of the most modern and evocative neighborhoods of the city