

Team assistant (m/f/d) for real estate management

Employer

WVB Centuria GmbH

Place of work

Berlin, Halle

Job description

WVB Centuria GmbH is a property management company operating throughout Germany and has been looking after both institutional and private clients for 20 years, focusing on residential and commercial properties. We currently manage around 8,300 residential and commercial units with over 60 employees at our headquarters in Berlin and at our location in Halle (Saale).

Our employees are crucial to our success. In our team, we cultivate a professional, open and collegial atmosphere.

We are looking for committed, independent and service-oriented personalities with a desire for a new challenge.

Join us and become part of the WVB Centuria team. To support our administration team in Berlin and Halle, we are looking for a **Property Management Assistant (m/f/d)** to start as soon as possible.

Your tasks

- Office organization (ordering materials for offices, common rooms and sanitary facilities)
- First point of contact for tenants, visitors, tradesmen and other service providers
- Accepting notifications of defects and forwarding them to the responsible employee
- Acceptance of concerns relating to the tenancy
- Initial telephone contact with tenants

Your Profile

- Successfully completed commercial training or comparable qualification, career changers welcome
- Experience in the real estate industry is desirable, but not a requirement
- As a team player, you are characterized by flexibility, commitment, coordination and negotiation skills, reliability and service orientation
- You are no stranger to entrepreneurial thinking and negotiating skills
- Ability to work independently and cost-consciously
- Good IT skills would be great

We want you!

Do you enjoy dealing with people and can adapt to a variety of situations?

Do you always maintain an overview and work independently and to a high standard? Do you impress with your positive manner and organizational skills?

Excellent!

Our offer

- Working in a motivated team
- Well-founded, practice-oriented training
- Modern office equipment
- Independent and varied tasks in a growing company
- An open-ended employment contract
- Flat hierarchy, short decision-making processes

Have we piqued your interest?

Send us your detailed application documents (cover letter, CV, references) today, stating your salary expectations and possible starting date, using the “Apply now” button.

or in writing to:

WVB Centuria GmbH
For the attention of Marion Vollmer
Herrenstraße 20
06108 Halle (Saale)