https://www.wvbcenturia.de/job/immobilienverwalter-3-2-2-2-2/

Property Manager/ (m/f/d)

Employer
WVB Centuria GmbH

Place of work
Halle

Job description
WVB Centuria GmbH is a property management company operating throughout Germany. Since its foundation in 2001, it has been serving both institutional and private clients with a focus on residential and commercial properties. We currently manage around 8300 residential and commercial units with approximately 60 employees at our headquarters in Berlin and at our locations in Marl, Dortmund and Halle (Saale).

Due to our nationwide presence, we can guarantee market proximity, the best on-site contacts, personal tenant support on site and, if necessary, fast and extremely flexible solutions. However, our employees are decisive for our success. In our team we cultivate a professional, open and collegial atmosphere.

We are growing steadily and are looking for **YOU**, 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 (Saale)**, we are looking for **a property administrator/property manager (m/f/d)** as soon as possible.

Your tasks

- Your main task is to provide proper commercial and technical property support in the area of general property management.
- Independent tenant support incl. tenant- and property-specific communication
- Processing of notices of termination, rent reductions, etc.
- Participation in portfolio development and new lettings of flats
- Handover and acceptance of rental space, preliminary inspections
- Acceptance and handling of minor repairs and insurance claims
- Regular portfolio inspections and ensuring the long-term safety of the entrusted portfolio
- Invoice processing and correspondence with all service providers and utilities

Your Profile

- Successfully completed training as a real estate agent or commercial agent in the real estate and housing industry or comparable qualification.
- Preferably already professional experience in the management of residential properties
- Independent and at the same time team-oriented way of working
- Confident handling of common office applications
- Professional communication, customer orientation, high level of commitment, flexibility, willingness to learn and a pronounced understanding of service
- Entrepreneurial thinking and negotiating skills
- You work independently and on your own responsibility and act in a cost-

conscious manner.

Our offer

- Working in a motivated team
- Well-founded, practice-oriented induction
- Modern office equipment
- Independent and varied tasks in a growing company
- A permanent 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)