2735 5340 A-Z Verwalterin m/w/d About the job  
  
We are currently looking for our customer, an owner-managed real estate service provider, an experienced A-Z administrator (m/f/d) full-time!  
  
You can look forward to performance-related remuneration, flat hierarchies and extensive development opportunities.  
  
Take your chance now and apply today!  
  
requirement profile  
  
- Successfully completed commercial vocational training in the real estate sector or a comparable qualification  
- Several years of professional experience as an A-Z administrator (m/f/d)  
- Confident use of MS Office applications  
- Independent, service-oriented and solution-oriented way of working with a confident demeanor  
- Fluent knowledge of German and basic knowledge of spoken and written English  
  
area of ​​responsibility  
  
- Holistic A-Z management of mainly commercial real estate  
- Awarding and monitoring of orders and processing of insurance claims  
- Preparation of monthly, quarterly and annual accounts, including ancillary and operating cost accounts  
- Lease agreement negotiations and lease management including the control of rent payments and rent adjustments  
- Correspondence with owners, tenants, service providers and utilities  
  
We offer  
  
- Thanks to individual advice, the area, the working environment and the offers that suit you  
- Entry into your or promotion or change in your (dream) job as an A-Z administrator (m/f/d)  
- A regular employment contract, secure wages according to collective agreements and lots of strong additional benefits  
- You can find out more about the advantages and special features on our homepage - and in a personal conversation  
  
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About Us  
  
We find jobs for people and people for jobs. As a traditional and modern family business, we have been in Berlin since 2004 and offer individually tailored solutions in the field of personnel services. Here we have specialized in the temporary employment and personnel placement as well as the certified job placement of specialists and managers from the commercial sector.  
  
What drives us?  
  
Openness, courage and creative drive. We are always on the move, preserve our values ​​and influence the regional labor market as active shapers of the future. The result is just good work.  
  
Welcome!  
  
Have we piqued your interest?  
  
Then we look forward to receiving your comprehensive application including current certificates. This job as A-Z administrator (m/f/d) suits you if you are also interested in A-Z rental administrator (m/f/d), employee (m/f/d) A-Z administration or specialist (m/f/ d) Interested in A-Z administration.  
  
In your application, please be sure to state the reference number 6250 as well as your salary expectations and the earliest possible starting date.  
  
Please do not bother to apply for several positions that interest you. We are familiar with all our vacancies and offers and therefore always check your documents for suitability with regard to all possible possible applications with our customers based on your qualifications.  
  
contact person  
  
Your recruiting team  
  
T: +493020962523  
  
aventa Personnel Management GmbH  
  
Friedrichstrasse 95  
  
10117 Berlin real estate agent Our owner-managed company specializes in the temporary employment and placement of specialists and executives in the areas of office and administration, finance and controlling.  
  
Our customers come from all areas of business, industry and trade. These include national and international groups, large companies and medium-sized companies.  
  
For these customers, we are constantly on the lookout for qualified and committed employees either for temporary employment or for recruitment. Get to know us and see for yourself.  
  
...because staff is a matter of trust! 2023-03-07 15:56:09.531000