2753 5358 Real estate agent m/f/d A - Z administration About the job  
  
As part of the recruitment process, the vacancy of a motivated and experienced real estate agent (m/f/d) A - Z administration is to be filled as soon as possible. Our client is a proven expert in the field of initial and re-letting of residential and commercial units.  
  
If, in addition to a meaningful and challenging job, flexible working hours, attractive remuneration including a 13th monthly salary and development opportunities are also important to you, then let us talk about them in detail soon. We look forward to receiving your application!  
  
requirement profile  
  
- You have completed professional training in commercial real estate or a comparable qualification with relevant professional experience  
- You have several years of professional experience in A - Z administration  
- You bring well-founded specialist knowledge and secure user knowledge in MS Office  
- You work in a structured, reliable and responsible manner  
- It is characterized by a high level of commitment and customer orientation  
  
area of ​​responsibility  
  
- You look after a defined portfolio of residential and commercial real estate  
- You are responsible for the tenancy agreement including lettings, tenant support and apartment inspections and handovers  
- Prepare rental and utility bills  
- You monitor incoming payments and carry out object accounting  
- You coordinate, monitor and are responsible for maintenance and repair measures  
  
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  
- 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 real estate agent (m/f/d) A - Z administration suits you if you are also interested in  
  
A - Z administrator (m/f/d), property manager (m/f/d), rental manager (m/f/d) A - Z, property manager A - Z (m/f/d) are interested.  
  
In your application, please be sure to state the reference number 6464 as well as your salary expectations and the earliest possible starting date.  
  
contact person  
  
Team Talent Attraction  
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 15:56:11.758000