

# WE'RE HIRING

Join our team!  
contact@buyerside.be



## EXECUTIVE ASSISTANT - OFFICE/ MARKETING MANAGER

As the right-hand man (woman) of the Management he/she ensures in an autonomous way the good functioning and the daily follow-up of the company's activities.

### Your profile

- You are fluent in French and have a good knowledge of Dutch and English
- You have very good organisational and communication skills
- You are creative
- You have a perfect knowledge of Microsoft Office

### Main tasks

- Manage agendas and appointments
- Manage internal and external communication actions
- Assist the management by preparing commercial files
- Ensure the strategic & operational marketing of the company
- Manage new projects
- Organize events
- Manage Social Media – LinkedIn, Facebook, Instagram
- Website updates



## SENIOR ACCOUNT MANAGER B2B

As a senior account manager in B2B you will assist the Managing Director in the implementation and realisation of professional real estate projects. Such as large residential buildings, offices, retail, hotel,...

### Your profile

- You have 2 to 5 years of professional experience in the real estate sector
- You have very good commercial, financial and communication skills
- You have a perfect knowledge of Microsoft Excel and its financial analysis tools (cash flow discounting, ...)

### Main tasks

- In-depth analysis of real estate (financial, urbanistic, technical, ...)
- Valuation and business plan
- Presentation of opportunities to professional and institutional clients
- Follow-up of the files (client contact, due diligence, data room follow-up, ...)
- Develop and maintain a network of business contributors in the world of commercial real estate
- Staying informed about the market and best practices



## ASSISTANT OWNERSIDE

He/She assists the property managers in order to optimize their daily activity. He/She is in charge of the administration tasks of rental properties.

### Your profile

- You are fluent in French and have a good knowledge of Dutch and English
- You have very good organisational and communication skills
- You have a perfect knowledge of Microsoft Office

### Main tasks

- Manage agendas and appointments
- Manage internal CRM software
- Compose and follow up on professional files
- Assist the letting team members
- Manage files related to tenants
- Assistance and follow up with property owners
- Assistance and follow up with contractors
- Manage internal and external communication actions



## ACCOUNT MANAGER B2C

As an account manager you will accompany individuals or investors throughout the whole BuyerSide's acquisition process.

### Your profile

- You are fluent in French and have a good knowledge of Dutch and English
- You have a similar professional experience
- Independent member of the IPI/BIV or as employee
- You have very good commercial and communication skills
- You have a sense of responsibility and impeccable ethics
- You are proactive
- You have a good knowledge of Microsoft Excel

### Main tasks

- Inform potential clients about BuyerSide's services, especially during information sessions
- Create and maintain a close relationship with the buyers
- Master their investment criteria in order to propose suitable properties
- Analyze the properties in depth. (Presentation and valuation of the properties selected for the client)
- Develop and maintain a network of business contributors in the world of real estate agencies