



Site Manager – Community Manager

Are you the site manager we are looking for? Home Invest Belgium is a Belgian public real estate company (SIR or BE-REIT) specializing in the acquisition, development, leasing, and management of residential properties in its portfolio.

Your Responsibilities

- Site management in direct coordination with the property manager
- You will communicate necessary maintenance and repair work
- Management of the social networks of the buildings, including creating content according to a communication plan.
- On-site, you will be the point of contact for tenants and suppliers
- You will provide technical and operational instructions to internal or external partners/employees
- You will manage the occupancy of various common spaces and ensure they are used frequently to enhance the lively character of these areas within the building:
- Creating interactions among tenants and fostering a sense of belonging and group spirit
- Organizing events with and for tenants
- Security and surveillance, including tours and inspections of the building and immediate surroundings, and reporting defects to the building manager

Your Profile

- **You wish to reside in the building where you will be the site manager**
- You are an excellent communicator and take a proactive approach
- You have a very good command of either FR/EN, NL/EN, or are trilingual
- You are flexible and can adapt to various situations
- You are skilled and observant
- Knowledge of the hotel/tourism/hospitality or property management industry is a plus
- Some knowledge of technical repairs (HVAC, heating, electricity)
- Excellent in project planning and organization
- Familiarity with current technologies
- Standard knowledge of Microsoft Office and social media

Our Offer

- Accommodation in a pleasant apartment in the building, with rent paid by Home Invest Belgium (subject to tax rules)
- The salary range is dependent on experience and technical proficiency: €2600 – €3000 gross. Please note that, as your apartment – including utilities – is provided by Home Invest, the tax regulations regarding in-kind benefits apply and are included in your net salary calculation.
- Numerous (extralegal) benefits such as meal vouchers, group insurance, hospitalization insurance for you and your family, fitness subscription, 33 days of leave, ...
- Room for personal growth.
- You will be part of a dynamic team.
- Our events team ensures enjoyable team-building activities.

Interested ?

- Please send your CV by email to jobs@homeinvest.be