Office Manager for exciting housing projects

Type of job: Part-time or full-time, permanent position

What we plan to do together:

As a dynamic and modern residential construction company with around 20 employees and a location in Cologne, we are responsible for the development, planning as well as the implementation and sale of new construction properties. The development of extravagant villas, modern condominiums and hip micro-apartments is part of our repertoire and we are looking for reinforcement in our team for these exciting projects.

What you bring to us:

You have a pragmatic pulse and want to make a difference and support our office with your independent, solution-oriented and effective way of working. You are interested in the variety of issues that arise in a turnkey housing developer.

- You will work closely with the project management and conduct legally compliant correspondence.
- You will request and commission construction services.
- You will ensure that our construction projects are supplied with the necessary media in good time.
- You accompany the project management during acceptance and construction meetings and record these.
- You support the project management in the final phase of the construction projects.
- You will maintain and manage the digital filing system and the folder filing system.

What convinces us:

- First and foremost, your personality: your independent and self-reliant way of working. You want to make a difference and develop yourself.
- Your ability to work in a team coupled with your diplomatic skills.
- Your existing professional experience in housing construction in the above-mentioned areas.
- Your successfully completed training as a real estate agent or equivalent. A secure and fast handling of the PC and sound knowledge of the current MS Office programmes.

What we offer:

Discover us as an employer who is close to life, who gives you confidence and creative freedom. With us you can make a difference and we look forward to your fresh, independent and solution-oriented manner.

If you work for us and make a difference, you can also expect a lot:

- Attractive remuneration
- Holiday and Christmas bonus
- Payment of childcare contributions
- Meals incl. lunch
- Pool car (e-vehicle)
- Company e-bike
- Company mobile phone
- Personal training
- Quarterly bonuses
- Moving assistance

We look forward to receiving your application:

Send it in full to an:
personal@via-intelli.de
Via-Intelli-Immobilien GmbH
Frau Mebus
Aachener Straße 546