



COPRO has been investing in and developing sophisticated real estate projects in central locations in Berlin and Stuttgart for over 30 years. We specialize in the renovation, expansion, and management of existing residential and commercial buildings, including historic monuments, as well as complex property developments. Common features of all COPRO projects are the individual design vision and the careful, sustainable approach to modernization and expansion, against the backdrop of responsible urban development. Today's ESG sustainability criteria have always been in line with our principles. We work daily to continuously develop their implementation and see this as our social responsibility. This includes a commitment to social projects in and around Berlin and Stuttgart, as well as the promotion of talent in the fields of sports and art, which have become a firm tradition at COPRO. Our diverse commitments, memberships, and awards are a testament to our work.

For our well-established property management company (no WEG management), COPRO Immobilienmanagement GmbH, we are looking for the following position at our Berlin location to start as soon as possible:

Experienced real estate agent (m/f/d) full-time in Berlin and/or Stuttgart

We focus on services in facility management, property management, and asset management as a portfolio holder and service provider for third parties, and we are particularly interested in the sustainable and qualitative development of property management itself, as well as the residential and commercial properties entrusted to us.

You can expect a wide range of tasks:

- Commercial property management of selected residential and commercial properties (no condominium management)
- Conducting contract negotiations and drafting rental agreements, addenda, and terminations
- Lease agreement controlling and reporting
- Management and control of external service providers
- Processing insurance claims
- Recording, creating, and maintaining master data, as well as tenant support, including verbal and written correspondence
- Preparing operating and heating cost statements
- Monitoring of payment transactions, including dunning
- Property inspections for inventory purposes and derivation of maintenance measures in close cooperation with facility management and asset management.

What you bring to the table:

- A completed commercial apprenticeship or degree related to real estate management or comparable experience
- Several years of professional experience in the management of residential and commercial real estate

- Confident use of MS Office is required; experience with DOMUS real estate software would be an advantage
- Commitment, ability to work in a team, assertiveness
- As part of a team, you always demonstrate commitment, flexibility, and communication skills
- Conceptual thinking and acting with an entrepreneurial profile as well as an independent, structured, goal-oriented, and reliable way of working

What we offer:

- Centrally located office with modern equipment in Berlin and Stuttgart
- Modern work equipment, including the option of mobile working
- Flexible working hours
- Exciting challenges in an innovative company
- Highly motivated colleagues and an appreciative working atmosphere
- Flat hierarchies and short decision-making processes
- Personal and professional development opportunities
- Public transport ticket provided
- Company events

We offer you the opportunity to work in a modern, agile, and appreciative environment. You can look forward to varied and responsible tasks in our dynamic and committed team.

We look forward to receiving your online application! <https://copro-gruppe.de/unternehmen/karriere/> Your contact: Karsten Baur Schmidt Email: bewerbungen@copro-gruppe.de Phone: 030-283 999 0

COPRO

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