



COPRO has invested in and developed sophisticated property projects in prime locations in Berlin and Stuttgart for over 30 years. We specialize in the refurbishment, expansion, and property management of residential and commercial existing buildings, including listed properties, as well as complex land developments. All COPRO projects share a clear individual design vision and a careful, sustainable approach to modernization and expansion, guided by a responsible attitude toward the urban context. ESG sustainability criteria have always aligned with our principles. We work daily to improve implementation and view this as a social responsibility. This includes long-standing engagement in social projects around our Berlin and Stuttgart locations, as well as ongoing support for talent in sports and the arts. Our wide range of commitments, memberships, and awards reflect this work.

For our well-established property management company (no owners' association management), COPRO Immobilienmanagement GmbH, we are looking for the following position at our Berlin location, at the earliest possible date:

## **Experienced Property Management Specialist (m/f/d) Full-time in Berlin and/or Stuttgart**

**We focus on services in facility management, property management, and asset management, both as a long-term owner and as a service provider for third parties. We place strong emphasis on sustainable, high-quality development of our property management operations and of 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 Bauschmidt Email: [bewerbungen@copro-gruppe.de](mailto:bewerbungen@copro-gruppe.de) Phone: 030-283 999 0

**COPRO**

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