

Property Management, Freelance

Location: Hamburg

Hours: Min 15 per week

Location: Onsite

Provide essential short-term property and portfolio management support to a new external property manager provider during the transition period.

Core responsibilities include responding to tenant queries and managing tenant issues, such as damage reports, commissioning service providers, and supporting the coordination of the external property manager.

Additionally, the role involves assisting with portfolio development by liaising with homeowners' associations, managing key documents such as financial plans and annual statements, and maintaining the data room. Operational tasks include conducting property inspections, coordinating appointments with internal teams, and representing IMMO in various external engagements.

Responsibilities:

Property Management

- Data management
- Support of IMMO Property Management lead
- Comprehensive tenant communication
- Tenant management, e.g., recording damage reports
- Commissioning of service providers
- Support in managing an external property manager
- Assistance in preparing utility cost statements

Support in portfolio development

- Independent communication with homeowners' associations (WEG) management
- Document management, e.g., financial plans, minutes of homeowners' meetings, annual statements, insurance policies, division plans
- Independent creation and maintenance of the data room

Operations

- Occasional inspections of rental properties to check for deficiencies and offer appropriate solutions and support to residents.
- You will coordinate closely with our teams to schedule appointments, especially those from Property Management, Asset Services / Construction Management, and Resident Management.

- You are the face of IMMO, meeting different groups of people every day and taking part in various external appointments.

Qualifications:

- Fluent in German, English min B2
- Available up to 15 - 20h/week.
- Driver licence German Class B
- Willingness to roll up sleeves and work diligently on administrative tasks