



BNP Paribas Real Estate is an international company providing services — from Transaction to Valuation, Property Management, Investment Management, and Consulting — in the real estate world. Our motto? Providing clients with our expertise, market knowledge and the best customer care!

We are looking for a new colleague to reinforce our valuation team in the advisory department and strengthen our position on the real estate market.

**FTE**  
**VALUATION ASSISTANT**  
**(FR/NL/EN)**

**JOB DESCRIPTION**

As a valuation assistant, you will carry out property valuations for our clients in different types of assets (from offices to retail, logistics to industrial buildings,...). Your main tasks will be:

- Answer incoming calls/emails.
- Encode, start and follow-up request for valuations.
- Send out service proposals and follow-up experts
- Manage conflictual client cases
- Research official documents and information, i. e. cadastre or municipal administrations, market reports and analyses, ...
- Issue and monitor invoices, manage the WIP's, remind unpaid claims, ..

**WHAT MAKES YOU THE PERFECT CANDIDATE?**

- You are perfectly bilingual FR/NL. Being fluent in English and/or other languages is a plus.
- You are independent, rigorous and a team-player.
- You combine an analytical mind with an ability to synthesize ideas.
- You have a professional attitude and are at ease on the phone.
- You master the MS Office suite.
- You have a bachelor degree or equivalence through experience.
- Experience in conducting valuations for various real estate purposes is a plus.

**THIS IS WHAT WE OFFER YOU**

- A dynamic team within an international company.
- An attractive salary package.
- Opportunities to broaden your knowledge of the real estate market.

If you think **you are the one we are looking for**, you are invited to send your application and Curriculum Vitae to [hr.rebe@realestate.bnpparibas](mailto:hr.rebe@realestate.bnpparibas). We look forward to meeting you !