

Batopin – Rental Contract Expert

Rental contract expert

We are building an independent ATM-network offering qualitative cash services to all individuals and merchants in Belgium. We set the goal to become the largest player on the Belgian market in the next few years. In order to support our expanding business, we are looking for a new colleague to join the team.

Your role

- you manage the overview of the rental contracts and monitor them so we have a view on the status of all rental contracts to know the open risks and ongoing projects to guarantee a minimal risk for Batopin on rental locations
- you will be the representation of Batopin towards landlords, in going concern and during litigations
- you are the excellent partner for track changes and storage of contracts in Data Management System

Furthermore, you will

- maintain good relationships with external rental parties
- manage the lifetime of the rental contracts from a legal point of view
- alert the management of Batopin in case of potential problems
- analyze the financial impact of potential anticipated breaks of contracts
- follow up of contracts and communication on rentals
- follow up on rental payments, timely and correct payment of ATM and rental taxes, verification of payment batches

What do we expect?

- have a Master's degree in legal studies
- have at least 5 years relevant experience
- have an excellent knowledge of the basic Office-tools
- experience in commercial rental agreements
- be fluent in both Dutch and French. Good knowledge of English is always welcome
- be excellent oral and written communication skills as well as excellent listening skills

Your mindset

- you're a team player that can work autonomously and enjoys celebrating joint achievements
- your communication is clear and you are able to translate concepts or technical items into tangible and comprehensive terms
- you're happy to plan, manage and coordinate multiple tasks simultaneously
- you can be an out-of-the box thinker but what matters you the most is offering an active participation to

make things happen

- you have demonstrated a 'can do' attitude
- you like to look for solution, share your knowledge and pro-actively come up with improvement or new ideas

You're the one we are looking for?

We offer you a competitive compensation with a flexible vacation policy and work conditions. You can off course work from home but you're always welcome in our offices near Brussels North Station.

This function Is full-time and open for 80%-schedule.

<https://batopin.be>