

Universal-Investment is the largest independent investment company in the German-spoken Europe and market leader in the areas of master-KVG and private label funds.

With its administration, insourcing and risk management services, the company focuses on the administration and structuring of funds, securities, real assets as well as alternative asset classes and offers complex risk management solutions.

Werkstudent – Real Estate Administration (m/f)

We are looking for a “Werkstudent” (m/f) for the Real Estate Administration Team.

Your areas of responsibility include:

The employee partners with internal and external stakeholders to ensure a high quality service to our clients. In this role, you will

- Support property administration
- Administrate virtual data rooms (user access & data provision)
- Design processes and standards for real estate valuation
- Coordinate property valuation between stakeholders
- Maintain data in systems and data bases
- Partner with internal investment managers and external asset managers

What you offer:

- Student of business administration or related subject
- Motivation to explore new working fields
- Superior interpersonal skills to network and influence at all levels
- Fluent English skills
- Willingness to travel as necessary
- Strong analytical skills and issue solving capabilities

What we offer:

Employees at our company are encouraged to work independently, show commitment and be supportive. In our company, creativity and team spirit are actively practiced. We offer our employees both personal and professional training opportunities and promote the individual strengths of each individual.

Contact

Take the next step in the right direction and apply today via our website: [universal-investment.com](https://www.universal-investment.com)