

Officer Contract Administration - Real Estate (m/f/d)

We find a roof over everyone's head - from offices to laboratories to industrial sites, we look after our sites worldwide in the Global Real Estate department. We are responsible for BASF's real estate management and ensure optimal use of the portfolio with our real estate services. International and national real estate initiatives as well as the purchase and sale of real estate are part of our work.



LOCATION
Berlin, DE



COMPANY
BASF Services Europe GmbH



WORKING HOURS
Full-time



CONTRACT TYPE
Temporary



WORKING AREA
General Management



REFERENCE CODE
EN59199443_ONLE_1

RESPONSIBILITIES

Become part of our new team that offers excellent services in the field of real estate management. In this role, you will be responsible for the correct lease contract administration at Global Real Estate.

- o You will manage lease administration for offices and production sites in your area of responsibility in collaboration with regional, local finance and real estate managers.
- o You will ensure professional standards in documentation and contracts related to BASF's real estate.
- o Furthermore, you will manage BASF's global databases (SAP RE-FX) in close cooperation with our RE Portfolio Database specialists.
- o You will support and coordinate update requests for periodic reports and global benchmarking initiatives to stakeholders per corporate requirements.

BENEFITS

- o Flexible working hours so that you can organize your working and private life according to your needs.
- o Development discussions and programs so that you can reach your full potential.
- o Onboarding to help you settle in quickly, ensuring you are part of the BASF team from day one.
- o Your contribution to a sustainable future because sustainability lies at the heart of everything we do and is a driver of growth.

ABOUT US

Please note that we do not return paper applications including folders. Therefore please submit only copies and no originals.

First information about our application process can be found here: <http://on.basf.com/applicationprocess>.

Do you have any questions about the application process or the position? Jessica Kahn, Tel.:+49 30 2005-58429

As an international service hub, the BASF Services Europe GmbH bundles a wide range of services for the BASF Group throughout Europe. In the heart of Berlin, we combine expertise in the areas of finance, HR, supply chain, procurement, product safety and IT. We focus on digital and customer-focused solutions, to create services for future. Learn more about us and our location-independent work models at basf.com/en/servicehub-berlin/smartwork

Together we can accomplish everything. Through the power of connected minds.

We are looking forward to your online application at www.basf.com/jobs.

We are happy to answer your questions: Email jobs@basf.com | Tel 00800 33 0000 33



We create chemistry

At BASF, the chemistry is right. Because we are counting on innovative solutions, on sustainable actions, and on connected thinking. And on you. Become a part of our formula for success and develop the future with us - in a global team that embraces diversity and equal opportunities irrespective of gender, age, origin, sexual orientation, disability or belief.

Together we can accomplish everything. Through the power of connected minds.

We are looking forward to your online application at www.basf.com/jobs.

We are happy to answer your questions: Email jobs@basf.com | Tel 00800 33 0000 33