

Specialist Contract Management - 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
EN59197212_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 proactively contribute to the strategic management of BASF's global real estate lease contract management based on our corporate strategy.

- o In collaboration with the regional / local finance and real estate managers, you will manage the real estate leasing contracts for offices and production sites globally.
- o You will independently coordinate the real estate leasing contract portfolio and optimize it in terms of costs, transparency and efficiency.
- o In addition, you will ensure professional standards in documentation and contracts related to BASF real estate and manage the global BASF databases (SAP RE-FX) in close cooperation with our real estate portfolio database specialists.
- o Furthermore, you will support and coordinate requests for updates of periodic reports and global benchmarking initiatives to stakeholders.

QUALIFICATIONS

- o degree with focus on Business Administration, Finance, Accounting, Financial Controlling, Real Estate, Facility Management or related fields
- o several years of relevant experience and a good understanding of and interest for the business of real estate, preferably in an international context
- o excellent analytical skills to understand large amounts of data as well as to identify and resolve issues
- o highly proficient in MS Office (especially Excel), Finance and Controlling systems and ideally user knowledge of SAP Business Warehouse and RE/FX
- o fluent in German und English with excellent verbal and written skills; any additional language is an asset

BENEFITS

- o This position may be part-time or full-time, permanent or temporary.
- o Location-independent work models with defined days of presence in Berlin and place of residence in Germany.
- 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 Health and wellbeing programs to help you achieve better health and work-life balance.

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

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

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

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.

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