**REAL ESTATE OFFICER**

**(REF – REO\_A01)**

**Job Title:** Real Estate Officer
**Based in:** Athens, Greece
**Reports To:** Real Estate Director
Send us your CVs to career@alsvit.com

**Objective:**

ALSVIT a HipoGes Iberia Company, is looking for a diligent Real Estate Officer, to join the Property Management Division and monitor company’s Real Estate Owned (REO) portfolio.

**Main Responsibilities:**

* Manage the reception of assigned real estate assets documentation from the client and execute the registration of real estate assets
* Handle the eviction process in cooperation with the client
* Monitor day-to-day actions
* Perform Initial and/or Periodical inspections to REO assets
* Monitor timely resolution of all approved legal, technical, commercial and regulatory issues
* Collect and report all expense related documents/invoices for the REO portfolio
* Work closely with Property Management, Commercialization and Underwriting departments on monitoring property performance
* Maintain and enhance client’s relationship, prepare reports and presentations to the client

**Key Competencies:**

* Strong communication/presentation skills
* Exceptional analytical and organizational skills
* Strong problem - solving skills
* Effectiveness under pressure

**Requirements:**

* Bachelor’s and/or Masters’ degree in either Real Estate, business, or finance or any engineering degree
* Minimum 3 years of experience in financial services in a Real Estate related function, or Real Estate service provider
* Understanding of Real Estate Legal dimensions and core Technical and Commercial compliance
* Experience in coordinating projects
* Excellent verbal and written communication skills
* Advanced knowledge of computer and MS Office
* Fluency in English