

Property Administrator – Mileway – Germany / Berlin

Are you an experienced real estate professional, ready to shine in a fast-moving international team?

We are looking for a highly organised, driven Property Administrator with great attention to detail to join our German team. In this role, you'll work within the Property Management Oversight team, managing all day-to-day lease administration. Making sure our core systems are kept up to date with high-quality, complete, and reliable data to ensure smooth operations and tenant satisfaction. You report to the Head of Property Management Germany. .

Working at Mileway

We offer an opportunity you simply won't find anywhere else. In less than four years, Mileway has grown into Europe's leader in last mile logistics real estate, with a 450-plus team across more than twenty-six offices in eleven countries.

Mileway set out to be a different kind of real estate company from the beginning, like our cloud-based IT infrastructure and our team's ability to flex across borders, combining the best of local knowledge with the pooled expertise of a pan-European business.

While we have already achieved a lot – our international, “can do” team, is only just getting started – we want to reshape our industry for the better. Our mission is to be the most customer and environment focused last mile real estate company in Europe, creating space for businesses to grow sustainably. To get there, we live our values: Drive, Trust, Grow, Together.

At Mileway, we believe company growth comes from supporting the growth of our combined capabilities. This is why we have our own in-house learning & development program where personal, professional and business development go hand in hand - supporting you in your own bespoke career development. While your base will be the Stockholm office, we will give you flexibility to work some of the week from home. We'll also equip you with a state-of-the-art technology package that helps you keep in touch, wherever you are.

What you'll do

- Administration and management of data related to leases, capex and opex. You will be a critical part of ensuring Mileway operates at a high standard as it relates to lease and property administration. You will be responsible for day-to-day implementation of reviewing, interpreting and abstracting commercial leases for key terms and provisions, entering recurring rent charges, tracking critical lease dates and options, and updating other data points within our core systems.
- Manage unit and asset data, including managing changes, creations, deletions, and adjustments, and aligning unit and asset data changes with their impact on leases, billing, budgets and service charges.
- You will act as a sparring partner to the Asset Managers and Property Managers to help drive accurate and complete inputs into the system, driving accountability and quality in line with Mileway reporting standards and guidance. Ensure our leasing statistics are reported in a correct and proper way.
- Support the portfolio management team with data on leasing performance
- Track and analyse the portfolios move-in and move-outs
- Work with central Strategy, Planning and Analysis, IT, Asset Management and Property Management teams on improvements and efficiencies in data management and input.

What you'll bring

- Your knowledge of lease administration, property management, or other related disciplines. You have at least 3 years' experience in this area.
- Your technology skills. You're also competent with Excel and other Microsoft applications, preferably also Yardi Voyager.
- Excellent verbal and written communication skills. You can communicate up and down the organization and with external stakeholders. Your German and English is fluent.
- Your strong analytical and organizational skills. You're well organized with the ability to manage and prioritise many simultaneous tasks, without compromising your excellent quality standard and attention to detail.
- You are enthusiastic about maintaining order and driving efficiency in our workplace. The ideal candidate is dedicated to establishing streamlined processes and improving workflow effectiveness.

- Your great team energy. You're a hands-on self-starter who works confidently and independently, and you also collaborate well with others.

Interested? [Apply here](#)