

Revetas:

Revetas is a real estate investment advisor, executing a specialised strategy targeting distressed, undervalued, value-add and opportunistic assets in Central and Eastern Europe ('CEE'). The firm was founded in 2012 and operates from London, Vienna and Luxembourg.

Revetas manages and invests capital on behalf of a global investor base, comprising institutional investors, endowment funds, pension funds and ultra-high net worth individuals. It targets well located real estate assets with the potential to benefit from active asset management initiatives and additional capital investment. Revetas focuses on commercial property, including office, retail, hospitality and logistics, as well as residential assets. www.revetas.com

Team Assistant - Objective:

1. Perform, under minimal supervision, the full range of office management and administrative support functions to ensure the smooth functioning of the Investment Management department.
2. Work together with the admin team in Vienna, London, and Luxembourg to ensure the smooth functioning of the Investment Management department within the group.

Responsibilities – Assisting the Investment Team of the firm, including:

- Managing the Head of Investment and his team's schedule and task lists
- Helping with internal coordination of workstreams and deadlines
- Coordinating and managing internal and external conference calls
- Taking minutes during conference calls and meetings
- Organising travel arrangements and internal and external events, in coordination with the Admin Team
- Answering and redirecting phone calls and e-mails
- Printing and binding of presentation decks and other handouts

Requirements

- Team-oriented person with a friendly and accommodating personality
- Attention to detail and problem-solving skills
- Excellent time management skills and ability to multi-task and prioritize work
- Trustworthy and can handle confidential information appropriately
- Excellent communication skills in English; German and a CEE language are an advantage
- Proficiency with MS Office, especially MS Outlook and MS PowerPoint
- Commercial education with high school level graduation (HAK/HLW-Matura) or higher
- At least 2 years of experience as an assistant in a similar position
- Basic knowledge of the Real Estate industry is an advantage

Offered Salary: Minimum € 28,800 p.a. for 40 h/week, potential increase subject to relevant experience and qualifications. Annual bonus subject to performance of the individual and the firm.

Place of work: Vienna

Starting date: Immediately

Contact:

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