

# Real estate agents (f/m/d)

[SILAG Handel GmbH](#) is looking for real estate agents (f/m/d) to strengthen its team as soon as possible.

## Your tasks

- Settlement of insurance claims on real estate and inventory
- General correspondence and filing
- Contact for tenants
- Recording of maintenance requirements
- Processing and monitoring rental agreements
- Obtaining offers and awarding contracts to tradesmen
- Creation of exposés
- Preparation of service charge statements including processing of objections
- Independent support of the property management
- Control of the housing stock
- Dunning
- Maintenance of the database (integra/realax)
- Invoice verification and account assignment
- Letting, acceptance and handover of rental units

## Your profile

- You have completed training as a real estate agent
- You have many years of experience in the management of commercial and residential properties
- Good knowledge of the real estate industry and relevant laws and regulations
- You are proficient in the use of MS Office products and property management programs; experience with the “integra” or “realax” program is an advantage
- Initiative, willingness to take responsibility and perform

- Careful and independent way of working, ability to work in a team and discretion

### As a modern company, we offer

- Permanent employment contract
- Above-average remuneration
- Flexible working hours with core time regulation
- Free parking spaces
- Social benefits

An interesting field of activity awaits you. We look forward to receiving your detailed application, stating your salary expectations and earliest possible starting date.

Please send them to:

SILAG Handel GmbH

Human Resources Department, Liebigstraße 1-9, 40764 Langenfeld

by e-mail to: [karriere@silag.de](mailto:karriere@silag.de)

or to our PO Box 40 02 10, 40242 Düsseldorf

For security reasons, we only accept applications in PDF format.

[Stellenausschreibung als PDF herunterladen](#)

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