



SALES & ADMINISTRATIVE ASSISTANT

ICN is a Luxembourg-based investment fund specializing in Real Estate currently operating in the **Grand Duchy of Luxembourg, Belgium, and The Netherlands**. The company's tagline, 'exceptional projects at outstanding locations', reflects ICN's unique capacity for detecting hidden gems for both end-users and investors. Our investment products allow investors to indirectly invest in high-quality real estate and benefit from superior returns. With a successful development track record of over 25 years, ICN is looking for YOU to support its growth strategy.

[icn.eu - https://www.linkedin.com/company/icn-development](https://www.linkedin.com/company/icn-development)

The **Sales & Administrative Assistant** will be based in **Luxembourg** to assist in the management and sales of the company's real estate assets. You will support property operations; help develop sales strategies and assist with various aspects of the sales and leasing process. This role provides an excellent opportunity to gain hands-on experience in property management, real estate sales and administrative tasks.

HOW YOU COULD INVEST YOUR TALENT, EXPERTISE AND MOTIVATION TO:

- Sales Assistance
 - Assist with preparing quotes, sales and property presentations, and preparation of sales materials
 - Coordinate and schedule meetings and calls with potential clients
 - Track sales leads, follow up with clients, and provide support throughout the sales process.
 - Assist in the preparation of sales reports, analysis, and forecasts.
 - Conduct basic market research to understand trends and identify potential opportunities
- Client Relations and Communication
 - Provide support in managing client relationships and maintaining strong communication with tenants, buyers, and partners
 - Support senior staff in negotiations by preparing necessary documentation and tracking client interactions
 - Support the maintenance and administration of properties, coordinating with service providers as needed
- Administrative Tasks:
 - Manage general office duties such as handling correspondence, filing, and organizing documents.
 - Assist in the organization of company events, meetings

- Reporting and Documentation
 - Help maintain accurate records of property performance and sales activities
 - Prepare reports and summaries for management, including updates on property performance and sales progress
 - Support the finance team with invoicing and basic bookkeeping tasks as needed.
- Other tasks as assigned,

WHO WE ARE LOOKING FORWARD TO MEETING A CANDIDATE WITH:

- Bachelor's degree in business, administration or related field is a plus
- Previous experience in property management, real estate and/or sales is preferred
- Proficiency using Microsoft Office and spreadsheets software (Excel)
- Detail-oriented
- Proactive attitude (spirit of positiveness, initiative, and autonomy)
- Comfortable working independently when needed, while being part of a team
- Ability to analyse and to set priorities and act accordingly
- Very good command of English and French

WHAT WE ARE HAPPY TO OFFER:

- The opportunity to join a very dynamic group located in Belgium (Brussels), **Luxembourg** and The Netherlands (Amsterdam)
- A varied and autonomous function with an attractive salary package in line with your skills and experience
- A stimulating environment with clearly defined values and respect for each other and for work-life integration (flexible office hours, state-of-the art equipment)
- A futureproof company with a clearly defined ESG-vision

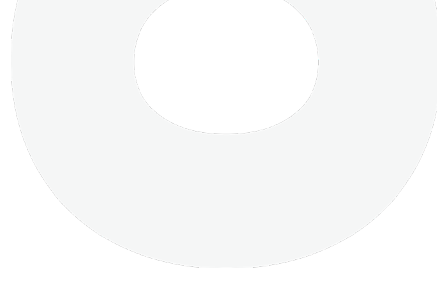
SOUNDS LIKE A MATCH?

Send you CV with a motivation letter to: jobs@icn.eu

ICN

#strongertogether





ICN

#strongertogether

