



**AQ Acentor** is the real estate developer of Aquila Group, an independent German asset and investment manager, present in the Spanish market since 2014.

AQ Acentor currently has over 5,400 new housing units in production. Our aim is to increase our residential portfolio by 1,000 units by the end of 2019. It is developing residential projects in metropolitan areas, mainly in Madrid, Barcelona, Malaga and Valencia.

**Aquila Group**, founded in 2001 and owner-managed, focuses on alternative and sustainable long-term investment solutions in the areas of infrastructure, renewable energy, real estate, forestry and agriculture, as well as investments in financial markets.

Currently over 300 professionals located in ten offices globally implement efficient investment strategies via fund structures and individual mandates.

For our office in Madrid AQ Acentor is seeking a

## Sales Administration (f/m/d)

For our fast-growing office in Madrid, we are looking for a Sales Administrative.

### Key responsibilities

- Database monitoring and updating prices in Prinex.
- Supervision and unification of reservation contracts, SPA's, resolutions contracts and contracts of changes of dwellings connected with legal department.
- Supervision of the documentation provided by the clients necessary for the purchase process (PBC, reservation, sale, addendum, etc).
- Compilation of documentation proving compliance with requirements to access social housing (if the project requires it).
- Archive of documents both physically and digitally.
- Sending of communications to customers related to the customer service department.
- Coordination of public deeds with clients and financial department.
- Control of application of bank guarantees related with financial department.

### Key requirements

- Required mastery of the Prinex tool.
- 1-3 years of demonstrable experience in similar position in a Real Estate developing company
- Advanced user level of Word, Excel and Powerpoint.
- Organisation skills, attention to detail, proactivity
- Teamwork, customer orientation
- Numerical skills
- Autonomy
- Ability to adapt to demanding environments
- English an asset

### Your perspective

As a forward-looking company, the Aquila Group combines focus, foresight, ambition and entrepreneurial responsibility with team spirit and a very high degree of collegiality. This creates synergies that, combined with the talents of our employees, are crucial for the long-term success of our company.

The job advertisement appeals to you and you have the required qualifications?

Then we look forward to receiving your complete application documents through our website.