

Residential Leasing Coordinator to CapMan Real Estate, Helsinki

CapMan is a leading Nordic private assets management and investment company with the mission to build value for the enrichment of society. We invest in unlisted businesses, real estate, and infrastructure, with over 30 years in the business. Our roots are Nordic, but our handprint and our networks are international.

Through our different investment strategies, we build better organized, managed, and financially stable companies and brands, which contribute to the overall economic well-being as well as influencing and having an impact on society. All our business decisions - from growth investments to buyouts, from acquisition to development to exit - are guided by our values, active ownership, dedication, and high ethics.

By joining our CapMan family, you will be part of the private equity industry impacting our future through investing in a responsible manner.

In the CapMan Real Estate team, we execute both value-add and stable income-focused investment strategies across all major property sectors in Sweden, Finland, Denmark, and Norway. Our active value-add funds seek to acquire transitional properties in the most liquid Nordic markets where an asset can be enhanced by active rental and cost management, investments in redevelopment, change of use, or repositioning. Our funds and mandates targeting stable income generation seek well-located, high-quality investments that generate attractive risk-adjusted returns for our investors across market cycles. Our Nordic Real Estate operations include over 70 committed real estate investment professionals, and our real estate funds hold approximately 55 assets comprising 224 individual properties.

At CapMan Real Estate's Helsinki office, we currently have 25 colleagues working. To be able to coordinate the leasing activities of our residential funds and ensure high occupancy rates and tenant satisfaction in collaboration with our external partners we are now seeking to hire a **Residential Leasing Coordinator** for a parental leave substitute until the end of February 2025. The start date will be agreed upon together with the chosen candidate.

Main areas of responsibility

As a Residential Leasing Coordinator, you will collaborate with asset managers to implement leasing strategies that achieve our targets for rental income and occupancy rates. You will work closely with external stakeholders, especially with our Property Management partners, to ensure that their daily operations in both leasing and property management are running smoothly.

Your responsibilities more specifically:

- **Coordinating residential leasing:** We at CapMan are an active owner and want to develop our operations constantly. Hence, you are encouraged to find new ideas on how to develop the operations overall: leasing processes, marketing, or the properties in practice.
- **Operating with external partners:** You will regularly meet with our external partners' operational teams and ensure that leasing processes as well as property management meet agreed-upon standards. E.g. you do regular property inspections and follow and react to tenant satisfaction surveys and feedback.
- **Planning residential marketing:** You will follow the market trends and participate in planning portfolio- and property-level marketing actions in collaboration with CapMan's Residential team, as well as implementing pricing strategies considering overall demand.
- **Portfolio budgeting:** You will participate in annual portfolio budgeting in cooperation with external partners and CapMan's team. As a part of the budgeting process, you will create ideas how to improve the apartments within reasonable costs.

Apply between **17 April 2024** and **5 May 2024 23:59 (Europe/Helsinki)**

Employment type: Temporary

Who we are looking for

To be successful in this role, we believe that you would have experience and knowledge of the following areas of expertise:

- Experience in the residential rental market
- Customer service experience (understanding of service design is a plus)
- Education in real estate or business

- Excellent language skills of English and Finnish

As a person, you are a team player who understands the added value of collaboration. You can coordinate projects and you possess strong social skills to interact with various stakeholders in different situations.

What is in it for you

We offer you a unique opportunity to delve into the heart of residential real estate investing, where active portfolio management adds value to both tenants and our investors. You have an excellent opportunity to work closely with the top professionals in real estate and learn in front row how real estate funds are run. You also get a chance to develop residential leasing and marketing together with the team. And oh, we what a great team we have!

Benefits

- Phone benefit and modern tools
- Flexible worktime and possibility to work remotely
- Central location in the heart of the city
- Lunch benefit on top of salary
- Employee benefit programme with reductions to multiple partners
- Extensive occupational health care
- Comprehensive insurances covering also spare time

Our culture

By joining CapMan, you become part of a group of top performers with shared professional values. We are hungry, yet humble. We set the bar high and are prepared to go the extra mile for success. Our ambition is supported by a strong personal drive and motivation, together with the belief that success and value creation are achieved together. Our everyday work is characterized by cooperation, trust, and respect in an atmosphere where every Capmanian can be themselves. We value and foster our friendly culture in support of high performance and a healthy work-life balance.

Our recruitment process

We recruit people on an equal opportunity basis and look for people who combine knowledge and experience with a great attitude and self-drive. We are also committed to enriching diversity by challenging our unconscious biases in our daily work. This facilitates decisions that promote both financial objectives and environmental and social factors within our business, including our work environment.

In this recruitment, your application will be reviewed within 1 week after the last application date. Candidates who meet our overall requirements will be contacted for a short interview, so that you can hear more about the position, and we get to know you a little bit better.

Please note that we process personal data in accordance with the EU's general data protection regulation ("GDPR") and other applicable legislation.

Application and more information

If you have any questions about the position, CapMan, or the recruitment process, do not hesitate to be in contact with the recruiting manager, Head of Residential Property Management Miro Karttunen, by email miro.karttunen@capman.com and/or phone [+358 40 193 1042]. You reach him best on April 23rd 9-10 am and April 29th 9-10 am.

Apply by **May 5th** at the latest. Attach your CV and letter of application. Please act swiftly as applications are being reviewed continuously.

Warm welcome with your application!

About Us

CapMan Real Estate executes both value add and stable income-focused investment strategies across all major property sectors in Sweden, Finland, Denmark and Norway. The team's active value-add funds seek to acquire transitional properties in the most liquid Nordic markets where an asset can be enhanced by active rental and cost management, investments in redevelopment, change of use, or repositioning. The funds and mandates targeting stable income generation seek well-located, high-quality investments that generate attractive risk-adjusted returns for our investors across market cycles. CapMan's Nordic Real Estate operations include over 60 committed real estate investment professionals. CapMan's real estate funds hold approx. 55

assets comprising 224 individual properties.

CapMan Real Estate is part of CapMan Group, a leading Nordic private asset expert with an active approach to value creation and over €5 billion in assets under management. CapMan's objective is to provide attractive returns and innovative solutions to investors. We are dedicated to set science-based targets to reduce our greenhouse gas emissions in line with the Paris Agreement. We have a broad presence in the unlisted market through our local and specialised teams. Our investment strategies cover minority and majority investments in portfolio companies and real estate, and infrastructure assets. We also provide wealth management solutions. Our service business includes procurement and analysis, reporting and back office services. Altogether, CapMan employs approximately 190 professionals in Helsinki, Jyväskylä, Stockholm, Copenhagen, Oslo, London and Luxembourg. We are listed on Nasdaq Helsinki since 2001.

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