

Join the dynamic world of non-listed real estate and support the INREV Academy: the go-to academy designed for professional development within the RE industry. INREV, the leader in the non-listed real estate industry, is looking for a Junior Training Associate to support the organisation and further development of our (technical) training initiatives.

Are you the hands-on professional looking to develop your career in a dynamic, young and international environment? Are you excited about the idea of collaborating with colleagues to execute the training programme for our members? As the Junior Training Associate you will **support** the organisation of the annual Academy programme from our office in Amsterdam.

About INREV

INREV is Europe's leading platform for sharing knowledge on the non-listed real estate industry. Our goal is to improve transparency, professionalism and best practice across the industry, making the non-listed real estate investment industry more accessible and attractive to investors. We are a highly active association with just over 500 member companies worldwide. Our members include 90 of the largest institutional investors as well as 40 of the 50 largest real estate fund managers.

The INREV team is currently made up of 37 employees, with 34 in the Amsterdam office and 3 in the Brussels office. There is a strong sense of team motivation, collaboration and excitement. New team members will be expected to share in this, contributing ideas on setting high service standards, expanding knowledge and awareness of INREV, and contributing to the association's high-quality services.

The team values are an important factor in daily teamwork and operations and are described as follow:

- Entrepreneurial - We are creative, innovative and resourceful and think beyond borders to get the job done.
- Leaders - We strive to achieve the best, get things done and make a lasting difference for our community.
- Collaborative - We work together as a team and with our members in a professional and caring manner.
- Inclusive - We take pride in being an oasis of diversity.
- Passionate - We are proud of who we are, what we do and how we do it.

Team

The Junior Training Associate is part of INREV's Events and Training team (5 FTE): Director of Events and Education, Senior Events Manager, Events Associate, Senior Training Manager and Training Associate.

On a daily base the Junior Training Associate will report directly to the Senior Training Manager while your midterm, and end term evaluation as well as regular updates also involve the Director of Events and Education.

In line with INREV's core values, our team believes in collaboration, initiative and ownership. We support each other through busy periods. While the pace is high, with multiple trainings courses and projects running simultaneously, we have lots of fun and value our team spirit. We are service-minded, innovative and proud of what we achieve together.

Role

As a Junior Training Associate, your main responsibility is to support the organisation and delivery of the annual INREV training programme; online, classroom and eLearning. You take ownership of training administration and logistics, and contribute to the growth of our offer.

INREV partners with Henley Business School in London (UK) and Maastricht University in Maastricht (NL) offering the INREV Academy Certificate in European Non-Listed Real Estate Investment. This certificate is **the** official qualification in the industry and therefore an important aspect in our training offer. The Junior Training Associate is supporting the training team to manage the certificate programme to ensure quality stays high and increase awareness and adoption across the industry.

Together with the events team, the training team is also managing the INREV Mentorship programme. In your role as Junior Training Associate, you will support with the organisation of the application process, the midterm and end term evaluations.

Responsibilities

- Support the delivery of our annual training offer for members; both online courses and live courses across Europe.
- Manage the training registration process from A-Z; respond to member requests, keep EMS system up to date, send confirmation emails and prepare attendee lists and name badges.
- Manage the online learning platform (TalentLMS) for training courses; create accounts, prepare course materials including slides, case studies and biographies of participants and speakers, and organise course evaluations.
- Ensure speaker presentations and additional (PowerPoint) materials match INREV branding.
- Organise live course logistics: be the first point-of-contact for venues, arrange hotel rooming lists, manage catering arrangements and shipments to and from venues.
- Host and support online training sessions in Zoom.
- Support with managing the Training in-box; responding to member requests
- Summarise course evaluation feedback and offer improvement suggestions.

- Support the Young Professionals Mentorship programme; including the application process, mid-year and end-year evaluations.
- Organise preparation calls with course leaders, speakers and suppliers.
- Support with the organisation of the INREV Academy Day.
- Contribute to the growth of the INREV Academy and new learning initiatives.
- Provide ad hoc administrative support to the Events team during busy periods.

Skills

- Approximately two years of working experience in an operational role, preferably in a training or professional development setting;
- Proactive mentality, willingness to roll up her/his sleeves and to execute administrative tasks;
- A service mindset, you enjoy supporting others and providing a great experience for our members.
- Great organisational and time management skills, you feel comfortable working in a fast-paced environment with shifting priorities.
- Enthusiasm for networking and connecting with professionals at all levels.
- Curious and eager to learn, motivated to dive into new content and develop a solid understanding of the non-listed real estate industry.
- Excellent communication skills, both in written and oral English (working language at INREV).
- Excellent skills in MS Outlook, Word, PowerPoint, Excel, Teams and Zoom.
- Experience in using CRM systems and learning management systems (e.g. Talent LMS) as well as eLearning authoring tools (e.g. Articulate Storyline) is a plus.
- This job involves occasional travel, within Europe.

We offer

- Become part of a leading pan-European association, representing, promoting and shaping an industry which grows and develops at a high pace
- An energetic, diverse and international team
- Market competitive salary
- Contract 40 hours a week, initially based on an annual basis
- Annual leave of 25 days per year plus Dutch public holidays
- Based in Amsterdam (Zuid-As)

Please send your resume and short motivation letter to academy@inrev.org.