https://dolev.eu/job/real-estate-operations-executive-assistant-porto-gaia/

Real Estate Operations & Executive Assistant (Porto/Gaia)

Hiring organization
Dolev Holdings Group

Employment Type
Full-time

Job Location
Greater Porto area, Portugal

Base Salary
1000€ € - **Base Salary**
1500€ €

Date posted
May 5, 2026

Description

About Dolev Holdings: At Dolev Holdings, we don't just build apartments; we craft unique lifestyles and exclusive experiences. Specializing in properties projects in the most prime locations of **Porto and Vila Nova de Gaia**, our group is recognized for its "Twist Factor"—the commitment to bringing a WOW effect to every renovation and development we undertake.

With a strong international background and a focus on reliability, transparency, and unwavering service, we are looking for a dedicated **Real Estate Operations & Executive Assistant** to join our professional team and help us maintain the high standards that our clients and partners expect.

Location & Conditions:

- Location: Greater Porto area.
- Work Regime: Hybrid.

Why Join Us?

You won't just be managing files; you will be an integral part of transforming Porto's urban landscape. You will work directly with the company owner in an international environment where initiative is rewarded, and your professional growth scales with our success.

Responsibilities

- **Project Coordination:** Coordinating with architects, engineers, suppliers and contractors to monitor renovation progress and ensure deadlines are met. Ability to negotiate with those professionals and do basic budget monitoring.

- **Licensing Support:** in-person visits to City Halls (Câmaras Municipais) to manage licensing and documentation.
- **Utility Management:** Handling the setup and management of essential services (water, electricity, and telecommunications) for the property portfolio and its needs for the renovations.
- **Stakeholder Management:** Main point of contact for suppliers, property buyers, real estate consultants and credit intermediaries.
- **Administrative & Legal Support:** Coordinating with lawyers and accountants for both corporate and private matters.
- **Executive Assistant Duties:** Assisting the Director with personal administrative tasks, service provider management, and agenda organization.

Qualifications

- **Languages:** Fluent in **Portuguese and English** (both in professional level

– B1/B2 minimum).
- **Digital Proficiency:** Advanced Microsoft Office (Excel & PowerPoint), Canva, and cloud tools (Outlook, WeTransfer, etc).
- **Industry Knowledge:** Experience navigating the Câmaras Municipais (Porto/Gaia) and local utility providers. Previous experience or strong understanding of the Portuguese Real Estate market is highly valued.
- **Good to have – Driver's License and Mobility:** a valid driver's license and a personal vehicle (or willingness to travel constantly between sites and City Halls).
- **Profile:** High level of discretion, autonomy and strong multitasking skills. High availability and flexibility, with the ability to handle time-sensitive operational tasks.

Job Benefits
In compliance with EU salary transparency guidelines, we offer:

- **Estimated Total Gross Compensation:** €1,350 – 2,550€/month (depending on meeting objectives)
- **Base Salary:** 1000€ to 1500€
- **IHT:** 25% over base salary
- **Meal Allowance:** 6.00 €/day (tax-efficient meal allowance – paid via meal card or bank transfer)
- **Variable Component:** Commissions upon meeting targets (0.25% on each real estate deal / 0.35% on each real estate deal resulting from a client who arrived at the employee's initiative).

Contacts
How to Apply:

Please send your CV to **info@dolev.eu** with the subject **"Job Application: Real Estate Operations & Executive Assistant"** or click Apply in LinkedIn ad.