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# Example of Commercial Real Estate Broker Job Description

Our innovative and growing company is searching for experienced candidates for the position of commercial real estate broker. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for commercial real estate broker

* Ability to establish priorities and support the “Mentor/Coach” and objectives for the local office
* Provides a high level of service and is known as a trusted advisor
* Self-starter who is able to independently close transactions
* Secures new business opportunities through prospecting, networking, and relationship building
* Able to prioritize deal cycle while maintaining a healthy conversion rate
* Communicates well and is solution-oriented
* Utilizes and keeps CRM updated
* Be responsible for generating and maintaining leads
* Cold call new and existing contacts
* Perform evaluations of properties

## Qualifications for commercial real estate broker

* Strong proficiency with all applicable software packages including but not limited to MS Windows
* Minimum of 1-2 years of relevant work experience required, or equivalent combination of education and work experience
* Experience in the commercial real estate sector is a definite asset
* May require on-call activity after regular office hours
* Must operate with a sense of urgency
* Must have a professional yet personable demeanor