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# Example of Corporate Services & Real Estate Job Description

Our company is growing rapidly and is looking to fill the role of corporate services & real estate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate services & real estate

* Develop, execute and manage the global communications strategy for the division including all internal and external communications
* Manage and develop a global communications team
* Consult with CSRE businesses on all elements of the internal client experience and foster cross-business cohesion within CSRE
* Work with Technology on CSRE-owned application rollouts, improvements, user testing and other changes as necessary
* Work in partnership with the firm?s Corporate Communications team, including Internal Communications, Media Relations and Brand Marketing
* Build relationships with firm and divisional clients and stakeholders at all levels
* Support and advise senior leadership on key communications, such as organizational announcements, client presentations and business updates
* Plan, develop and utilize a variety of channels to communicate information throughout the firm, including the intranet, e-mail, voicemail and internal social platforms
* Consult in the development and assist in the execution of crisis communications globally
* Maintain and further develop client-facing and internal staff web sites and content

## Qualifications for corporate services & real estate

* Generate, analyze and report on communications volume and impact
* Support firm senior management reporting
* Knowledge of web development and social platforms
* BS in Communications or other business related degree
* Assessing and evaluating vendor related risks
* Coordinating and leading working groups