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# Example of Corporate Services & Real Estate Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of corporate services & real estate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for corporate services & real estate

* Consult with local divisional leaders to understand business needs, including future head count growth or contractions and new services required
* Administration and Communications oversee organizational development and internal and firmwide communications
* Booking of conference rooms, calls, audio visual, couriers
* Track team whereabouts, including timesheet entry and approval
* Maintain records and document management and invoice processing for sign off
* Interpreting and applying understanding of key financial indicators to make better business decisions
* Provides guidance and thoughtleadership to senior officers in all matters related to corporate real estate
* Develops the enterprise’s long-term strategy, and delivers real estate solutions, facilities services, policies and best practices that provides for a safe, engaging, productive,and sustainable work environment
* Chairs the company’s Real Estate Executive Committee and governs enterprise real estate decisions and investments to maximize enterprise value, minimize costs, and create an enabling collaborative work environment relevantto PG&E’s long term business goals
* Develops relationships with Officers using collaborative, cross-functional, strategic relationships to facilitate the accomplishment of enterprise-level goals

## Qualifications for corporate services & real estate

* Leading key projects to deliver against overall firmwide program priorities
* Understand best in class vendor management practices in broader industry
* Certification by a professional organization in Real Estate / Facilities or project management
* Experience in MNC real estate functions with similar environment
* Possess the ability to understand fundamental building codes and ASHRAE and NFPA standards and guidelines
* Supporting the Asia VMO lead to drive senior governing bodies , the Asia Pac Vendor Management Steering Group