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# Example of Corporate Services & Real Estate Job Description

Our growing company is hiring for a corporate services & real estate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate services & real estate

* Lead solution deployments including user testing and change management activities
* Manage the Travel management information and business information solutions
* Perform vendor relationship owner (VRO) responsibilities for key Travel technology providers
* Ensuring that CRE&WS contracts managed properly and all aspects of CRE&WS contracts comply with the agreements
* Responsibility for the development of a new commercial model, including the financial performance per supplier and ensure the reflection of all financial aspects in plan
* Responsibility of the database of all CRE&WS contracts and support the new facility management strategy
* Developing, analyzing and presenting various KPI’s gained from our CRE&WS systems including recommended system process improvements
* Supporting to deliver the financial plan and provide support in all financial and operational aspects
* Establishing a regular meaningful financial reporting
* Supporting CRE&WS projects and act as a SME for the work stream finance

## Qualifications for corporate services & real estate

* Supporting and deputising for the EMEA H&S Director in developing GS policy and support CSRE leadership
* Providing oversight of the H&S contract delivering H&S services on behalf of the division, liaising with staff and suppliers on delivery/service issue
* Supporting the implementation and maintenance of the H&S Management Systems
* Building and maintaining relationships with CSRE business units
* Assisting with the writing, implementation and communication of H&S policies, procedures and reports
* Liaising with external bodies and stakeholders including the HSE Executive