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# Example of Estate Manager Job Description

Our company is growing rapidly and is looking to fill the role of estate manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for estate manager

* Prepare presentations for AXP business units summarizing analyses and conclusions
* Work closely with DSCOE FP&A team to tightly manage GREWE P&L
* Work with broker to negotiate landlord proposals and letters of intent
* Facilitate quarterly review of lease status and development of strategies for extensions, renovations, and relocations
* Develop recommendations and obtain approvals
* Work with broker to investigate competitive market rates and negotiate lease extensions / relocation site leases per approved strategies
* Work with real estate attorneys to amend leases for extensions / develop new leases for relocations
* Ensure that high service levels are provided to tenants (plasma centers, laboratory, warehouse, and headquarters office) by department staff and landlords
* Ensure positive landlord/tenant relations through dialogue and relationship management
* Ensure that site selection, lease database, lease administration/renewal, property management, and other department files are organized and well kept

## Qualifications for estate manager

* Bachelor’s or master’s in business administration, marketing, management, or a related field, or equivalent work experience, depending on position level
* Seven (7) or more years of experience working in commercial real estate, specifically with (5) or more years in a corporate real estate advisory or facilities management role
* Knowledge of valuable Commercial Real Estate software and mobile apps, including CoStar, HarborFlex, Corrigo
* Able to explain financial analysis in non-technical terms
* Think strategically about client needs by understanding the risks
* Possess a good knowledge of the Landlord and Tenant Act 1954 and be up to date on current real estate practices