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# Example of Estate Manager Job Description

Our growing company 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

* Suggests consulting opportunities to manager based on knowledge of the department's pricing platform
* Reviews monthly pricing worksheets and may enter allocations into PeopleSoft
* Partners with field and account management teams to ensure they have a working knowledge of team's client Management Agreements and that they are properly maintained per department policy and requirements/terms
* Present potential new regional locations to the Director of Real Estate for ground up development projects
* Frequent travel to and within assigned territory to gain a strong understanding of each trade area to include traffic and retail patterns, demographic trends and socio-economic behavior, property availability and real estate comparables
* Perform audits and other accounting related functions
* Coordinate preparation of various business tax returns
* Maintain client contact
* Have accountability for maximizing occupancy of owned properties through advertising vacant spaces
* Perform move in and move out inspections with tenants and prepares space for turnover

## Qualifications for estate manager

* A degree in Accounting or 7+ years of combined real estate accounting and lease administration experience
* Prior lease software experience preferred
* Undergraduate degree and/or Diploma in relevant real estate courses
* MBA to effectively interface with Finance with respect to investment analysis is a plus
* Minimum 5-8 years of experience in corporate real estate
* Ability to develop and maintain partnerships with inter