Downloaded from <https://www.velvetjobs.com/job-descriptions/global-real-estate>

# Example of Global Real Estate Job Description

Our innovative and growing company is searching for experienced candidates for the position of global real estate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for global real estate

* Maintain and grow TH Real Estate’s leadership position in the real estate industry by participating in industry working groups, presenting at industry conferences, and managing the pursuit of industry awards
* Maintain an ongoing engagement and reporting program to monitor progress toward portfolio-wide sustainability goals and asset-level performance and manage submissions to voluntary reporting frameworks such as the Global Real Estate Sustainability Benchmark (GRESB), the Better Buildings Program (BBP) Real Estate Environmental Benchmark, and UN Principles for Responsible Investment (UNPRI)
* Accountable for supplier relationships with suppliers related as they relate to real estate strategies including Transaction Management, Professional Consulting Services, Design etc
* Supporting the annual global occupancy expense budget and forecasting, and capital planning processes
* Manages the administration of the Global Real Estate (GRE) Hyperion Cube
* Establish self as liaison for all real estate related functions to IT team
* Oversee the negotiation and management of all global facilities leases, including the development of a long term leasing and space planning strategy
* Possess complete understanding of all commercial real estate contract obligations
* Monitor projects outsourced to third party consultants in the field of real estate asset management such as engineering, development, capital expenses and property management
* Where there are major refurbishments and developments, engage with key project stakeholders in order to develop a Sustainability Implementation Plan and uphold the standards of TH Real Estate’s Responsible Property Development policy

## Qualifications for global real estate

* Rising junior/senior pursuing a BS degree in Construction Management, Engineering or Architecture
* Daily interaction with LOB team
* Interpret complex clauses of commercial leases and gather supporting data to abstract into lease system
* Gather and analyze data necessary to prepare or manage legal documents, including Estoppels and SNDAs
* Research transactions and gather data to assist with the accounting and finance processes
* Prepare trend analysis on abstracting data and legal documents received by Lease Administration