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# Example of Real Estate Associate Job Description

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

## Responsibilities for real estate associate

* Establish and maintain relationships with new joint venture partners, who meet the Company’s criteria and facilitate the flow of a consistent pipeline of suitable investment opportunities
* Source and identify direct and joint venture investment opportunities, which meet the Company’s value-added investment parameters on a risk-adjusted basis
* Coordinate the closing of properties
* Mentor analysts
* Undertake special projects with groups or independently
* Overseeing detailed financial models for both advisory and principal transactions
* Preparing pitch documents and other presentations for clients and investors
* Preparing internal credit papers and analysis for principal investments
* Managing and training a team of analysts
* 3+ years of progressive experience in real estate market analytics including pro forma modeling, market economic analysis, preferably in the hotel sector

## Qualifications for real estate associate

* Licensed to practice law in FL, or eligible to take the FL bar
* 3+ years sophisticated transactional commercial real estate experience with a medium/large law firm
* 3+ years sophisticated transactional commercial real estate work for a large law firm
* Applicants should be well-organized, detail oriented, able to work under pressure and tight deadlines, and establish priorities with minimal supervision
* Must be proactive and highly motivated
* MBA graduate or CFA preferred