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# Example of Real Estate Consultant Job Description

Our company is hiring for a real estate consultant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for real estate consultant

* Prepare checklist for all Agreements ready for Vice President signature and have them ready for signature daily
* Prepare and maintain a Daily Agreement Log
* Assist in preparation of Vendor Setups in PeopleSoft
* Provide administrative support to Building Access Managers
* Create organized filing system
* Field and respond to Landlord Calls in a professional and friendly manner
* Minimum 12 months property experience either in real estate advisory, property transactions, due diligence or real estate finance
* Advanced analytical skills, particularly financial modelling & MS Excel
* Deliver exemplary service
* Build strong client relationships as a reliable and well-informed operator with their finger on the pulse on account work and the wider environment in which the client operate

## Qualifications for real estate consultant

* Ability to work collaboratively with external vendor teams and internal stakeholders
* Develops and implements programs that support
* Prior responsibility for sales, business development and account development
* Experience dealing with asset owners and other client types
* Candidates must hold an active California Real Estate License prior to employment
* Hourly plus commission for the first 60 days while training