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# Example of Real Estate & Facilities Job Description

Our company is looking for a real estate & facilities. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for real estate & facilities

* Advise and instruct (with Procurement) the selection of portfolio and project specific management, design, construction and delivery suppliers within the assigned region
* Lead project teams to schedule, and control aspects of programs/projects
* Perform financial analysis and prepare and present business cases to secure funding approval to implement programs and initiatives
* Maintain expertise in the use of CAFM software and utilize CAFM to support facilities analysis and utilization modeling for locations
* Participate in the selection of project team members, project bid process/package and collaborate with Supply to scope, procure, and award project contracts
* Perform financial analysis to support the preparation of business cases to secure funding approval for projects
* Scans and e-mails documents to staff and vendors
* Assists in providing support to the teams during their assistants’ absences and/or as needed
* Makes travel arrangements, sets up meetings, maintains appointment calendars, tickler file, and orderly file systems for both administrative and vendor relationship files
* Serves as department representative and coordinator for Bank-sponsored events

## Qualifications for real estate & facilities

* Thorough understanding of commercial leases and prevailing law service charge accounting/budgeting and the impact thereof on property occupation
* Proven success in recruitment across a variety of functional areas
* 8 to 10 years work experience with a multi-divisional and multi- regional organization
* In-depth knowledge of commercial facilities in a corporate environment, including real estate finance, corporate accounting implications and legal aspects of real estate
* Develops and manages capital and operating expense budgets, provides input into financial planning and expense forecasting of budgets
* Leads discussions and programming of workspace requirements (headcount/growth, allocations, adjacencies, special support needs) with business units, collates and analyzes data related to requirements, workspace needs and plans for restack as appropriate