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# Example of Real Estate Specialist Job Description

Our growing company is hiring for a real estate specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for real estate specialist

* Develop and administer a facility standards protocol for all real estate transactions
* Provided inputs into all solutions design teams in support of new business pursuits
* Single point of contact for all Company real estate transactions
* Coordinates the lease or sale of property deemed excess by the company
* Provides input on rent and capital for the fiscal year forecasts spending of new rent monthly
* Conducts market study tour by visiting potential facilities and/or land
* Audits and coordinates payment and reconciliation of leases expense with the accounting department
* Use data to produce reports on a range of subjects including performance of suppliers and buildings
* Responsible to identify, evaluate, recommend and implement disposition solutions of excess space
* Supports the Client Relations Managers in data gathering of pre-acquisition due diligence initiatives

## Qualifications for real estate specialist

* A candidate with at least 8 years’ working experience in both retail development (letting or investment) and property/asset management within the EMEAI region
* Architecture or business university degree preferred
* Proficient in several languages (English required, French and German a plus)
* Bachelor degree in relevant area of study or equivalent experience and evidence of exceptional ability
* Must hold a CERTIFIED GENERAL REAL PROPERTY APPRAISAL LICENSE
* Previous experience with Oracle, Access, Microsoft Office Suite and other data base management systems preferred