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# Example of Senior Real Estate Job Description

Our company is searching for experienced candidates for the position of senior real estate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior real estate

* Partner with all appropriate internal teams and departments, including but not limited to Land Management and Legal Operations, on monetary and non-monetary defaults and assertions of management agreement obligations
* Develop and track specific protocols and procedures with individual property owners/managers and lessors related to access to buildings and properties, financial and operational reporting
* Assist Asset Manager in underwriting and managing existing portfolio of ~ $2.5B of mortgage and related investments
* Conducting periodic credit reviews for the loans in the portfolio and suggesting internal rating changes
* Continuous surveillance, monitoring and tracking of watch-list and special assets in the portfolio
* Analysis of the market spreads and prices for all sectors within the Fixed Income
* Underwriting and periodic reviews of niche market of Co-operative apartment’s within New-York city
* Assist in making client books and pitch-books
* Assist clients with fundamental Tax Planning analysis
* Analyze client records to determine tax consequences and mitigate risk areas

## Qualifications for senior real estate

* 2+ years of Audit experience from a CPA firm
* Previous Real Estate experience (Commercial and Residential)
* Yardi/ MRI skills preferred but not required
* Bachelor's degree with 3+ years of experience in real estate, private equity
* A minimum of 3 years experience with an institutional real estate investor or lender with responsibility for real estate underwriting
* Knowledge of fundamental real estate cash flow and valuation analysis for office, industrial, retail and multifamily sectors