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# Example of Transaction Real Estate Job Description

Our innovative and growing company is looking for a transaction real estate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for transaction real estate

* Work closely with internal parties including Project Managers, Business Unit leadership, Legal, Risk Management, Finance and IT associates
* Provide high level of customer service and attention to client(s) and vendors, ensuring a positive customer experience
* Developing and maintaining relationships with industry stakehloders including
* Develops and maintains accurate and up-to-date lease action plans for all stores within company portfolio in database
* Prepares real estate approval packages for all new and relocated sites, including executive summary, proformas, competitor information, market data, Works with field to gather needed information and complete forecasts
* Manages the disposition of company surplus properties, including marketing, sublease negotiation, account receivable collection, Partners with brokers to find new tenant and negotiates lease agreement
* Partner with the controls organization in driving the strategic agenda to improve the control framework execution of tactical steps
* Contribute to global transaction strategy, processes and methodology (including level of outsourcing), global initiatives
* Present strategic opportunities (portfolio analysis, market trends, ) to businesses
* Deliver flawless, and generate value through end-to-end Workplace Solutions project execution, in close cooperation with the selected Real Estate Service Provider (RESP), and other third party partners

## Qualifications for transaction real estate

* Knowledge of loan structuring for various types of credit products with the ability to create varied financial models
* Knowledge of loan documentation for CMBS and balance sheet lending
* Ability to understand and communicate complex deal structures
* Work closely with the Regional Transaction head in preparing the real estate strategic plans
* Manage the lease administration and reporting process working with the service providers and in flagging upcoming lease expiries in a timely manner
* Provide support for the competitive landscape analysis portfolio pricing/positioning, current vs market