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# Example of Transaction Real Estate Job Description

Our innovative and growing company is looking to fill the role of transaction real estate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for transaction real estate

* Own/manage lease negotiations to achieve best possible transaction outcome, leveraging external brokers (as needed), and counsel from internal and external Legal representatives
* Identify and Recommend opportunistic transactions outside of pipeline based on market conditions
* Embed NCE principles and way of working in Real Estate and Integrated Facilities Management activities (OMP, Reviews)
* Retains and manages outside real estate brokers and legal counsel for leasing activity
* Develop transaction strategies to reduce square footage, maximize efficiencies and reduce costs
* Prepare and recommend leasing and disposition strategies, which will include collaborating with colleagues to ensure the seamless execution of renewals, relocations, downsizes, de novos, subleases, early terminations
* Partner with project management, facilities, legal, space planning and finance to ensure coordination
* Negotiate lease terms for optimal deal quality
* Prepare approval forms, obtain and analyze market comparables, and ensure compliance with bank requirements
* Prepare LOI’s and partner with team to insure economics are sound, and that the business unit can effectively operate

## Qualifications for transaction real estate

* Lease data analysis and reporting (5+ years)
* Consultant, vendor or team management (5+ years)
* College diploma, advanced degree in business or real estate a plus
* Bachelor's degree and a minimum of 7-10 years’ experience in commercial real estate and leasing management, real estate broker’s or associate’s license is an asset
* Build effective business partnerships
* Understand the business and apply key learnings successfully