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# Example of Transaction Real Estate Job Description

Our growing company is searching for experienced candidates for the position of transaction real estate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for transaction real estate

* Manage analytics and project tracking to ensure effective construction and contracting
* Manage relationships with key stakeholders (internal and external)
* Monitor critical dates and adhere to timelines
* Manage transactions to a timely completion and complete all required documentation (agency agreements, market surveys, financial analyses, managerial reports, amendments and lease documentation)
* Review/negotiate business terms and recommend optimum courses of action
* Manage and/or coordinate communications with the Client’s internal real estate operations and construction teams and with external real estate resources such as sub-brokers, landlord representatives and architects
* Input and regularly update transaction data in Client’s transaction management database
* Prepare transaction reports, internal/external correspondence and organize all documentation
* Provide feedback to GREF senior leadership on improvement/simplification opportunities
* Lead Master planning process

## Qualifications for transaction real estate

* Knowledge of current retailer environment and both mass market and luxury brands
* Seeking an Associate-level or junior VP-level candidate
* BA, Business, Finance or related field
* MCR or CCIM designation preferred
* Undergraduate degree in Business, Finance, Accounting or a related field
* Bachelor’s Degree in Business, Finance, Corporate Real Estate or related field is preferred