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# Example of VP, Real Estate Job Description

Our company is hiring for a VP, 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 VP, real estate

* Able to assess rating agency requirements and potential CMBS exit
* Preparation and presentation of deal proposals for internal committees
* Production of transaction term sheets
* Production of marketing material for potential investors
* Coordination of third party due diligence reports
* Coordination of the legal documentation process
* Monitor and analyze asset business plans and performance to identify cost reduction and value enhancement opportunities to maximize the value of leased and owned assets in the EMEA portfolio
* Appraise the market value of each asset in the portfolio and maintain current data and reports
* Review, interpret and analyse existing lease agreements, service agreements for serviced offices, disaster recovery sites and data centres
* Evaluate asset-level financial reports, analyze historical operating expenses and develop pro forma financial statements

## Qualifications for VP, real estate

* CMIOSH with NEBOSH diploma or equivalent and preferably Degree qualified
* Proven real estate asset management experience across multiple geographies and asset classes
* Occasional travel outside the market area for legislative sessions and company sponsored events and trade meetings
* Strong real estate underwriting and due diligence skills
* Strong loan structuring skills
* Understanding of securitisation and rating agency requirements