



Example of Corporate Real Estate Director Job Description

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Our growing company is hiring for a corporate real estate director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for corporate real estate director

- Accountable for the development and management of business continuity, disaster recovery and business resiliency planning for Real Estate Management
- Responsible for the development of and the oversight of facility operating expense budgets related to Unum's operated facilities
- Support new business opportunity analysis, evaluation, benchmarking
- Portfolio preparation
- Assist with overflow on proformas when required
- Extensive landlord contact and routine negotiation of existing leases
- Manage and direct lease administration process and data capture, specifically renewals, renegotiations, payments
- Develop a cost savings plan
- Develop real estate strategy for the region to support the Firm's business plan to drive cost efficiency across the portfolio
- Identify real estate opportunities

Qualifications for corporate real estate director

- Self-starter / action oriented / results focused
- Strong landlord relationships
- Thorough knowledge and understanding of markets, regions, and tenants
- Demonstrated ability to balance heavy transaction and negotiation workload

- Develops and maintains relationships with landlords, real estate brokers, and transaction management consultants