



Example of Corporate Real Estate Director Job Description

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Our company is looking to fill the role of corporate real estate director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for corporate real estate director

- Develop key performance indicators for the portfolio, specifically, occupancy and financial metrics at a property level and portfolio level
- In all of the above, understand the origin and reasoning behind key corporate needs, practices, and procedures the Company's overall business and portfolio management objectives
- Serves as the primary face of corporate real estate strategy & services to Officer Team and lines of business leadership
- Leads and accountable for the operational plan, budgeting, finance, and corporate activities
- Develops and influences senior leaders to implement a multi-year plan for the corporate real estate portfolio, in alignment with the company goals and ensures successful execution
- Engages and promotes company values and manages relationships with lines of senior leadership as a primary point of contact and accountability for real estate and facilities services
- Leads, mentors and guides leaders within the organization in establishing objectives, policies, programs and best practices that ensure successful risk informed real estate program management activities and efficient delivery of services to support long-term business needs
- Leads the development of capital plans, budget plans and forecasts, including cost efficiency efforts in partnership with finance groups and vendors

are appropriately mitigated through risk based prioritization of facility investments

- Promotes continuous improvement by championing good process, methodology, technology and training

Qualifications for corporate real estate director

- Ensures the on-going leadership, monitoring, and management of vendors' performance in delivering excellent service and response
- Leads the corporate real estate's General Rate Case efforts, and provides expert testimony
- Ensures that continuous improvement & benchmarking are on-going activities to identify leading practices to be implemented at PG&E to support employee satisfaction, increased productivity, and lower costs
- Provides leadership to directors and managers on the corporate real estate team to review forecasts and help provide portfolio and financial oversight, strategic vision, leadership and support
- Establishes guidelines for budget preparation and leads the annual budget process in consultation with senior leadership
- Analyzes and makes recommendations regarding strategic investments and other key business decisions