



Example of Corporate Real Estate Director Job Description

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Our growing company is looking for a corporate real estate director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for corporate real estate director

- Key contributor in materials for Senior Leadership at DVA
- Maintain market intelligence in order to capitalize on opportunities to react to time sensitive projects and initiatives
- Ensuring efficient/effective operations of and delivery of facility services for all Unum corporate locations
- Monitors performance of the Integrated Facilities Management External Partner through auditing of processes and procedures, facilities site inspections/assessments, customer satisfaction surveys, financial reviews, contract governance process and other industry standard methods
- Working with the Integrated Facilities Management External Partner, identify and implement new initiatives, best practices and cost efficiency opportunities
- Manages the property management process and third party tenant relationships to ensure that tenant spaces are operated within the terms and conditions of their leases with Unum and a highly level of tenant satisfaction
- Working with external suppliers and key business partners, identify any potential risks and ensure that appropriate measures are taken to minimize risk exposure and escalate any potential risks that could disrupt Unum's operations
- Supports the development of and administration of contract(s) with suppliers(s) to establish an external partnership arrangement aligned with

- Partner with the external supplier to identify and implement continuous improvement/process improvement enhancements for their area's business processes/practices
- Leverages suppliers' capabilities to solve problems and bring innovative solutions to the organization

Qualifications for corporate real estate director

- Preferably substantial work experience, working in Real Estate or Project Management
- Demonstrated excellence in managing finance, budgeting, and reporting
- Strong qualitative and quantitative analytical / financial analysis abilities and excellent problem solving skills
- Demonstrated experience in financial modeling (integrated income statement, balance sheet and cash flow)
- Ability to read, analyze, and interpret financial reports, contracts and legal documents
- Demonstrated success in effectively communicating and presenting information to senior leadership the external community