



## Example of Corporate Real Estate Director Job Description

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Our company is growing rapidly and is looking to fill the role of corporate real estate director. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for corporate real estate director

- Drive proactive and strategic planning process which delivers portfolio savings and high quality solutions delivery
- Accountable to develop and manage integrated customer relationship management and portfolio planning function, to be applied on a portfolio-wide basis
- Work with Senior Real Estate Managers in the field and make recommendations with respect to surplus property marketing efforts, lead negotiation, and close asset disposition transactions
- Establish internal standards, policies, and procedures that will result in effective support of the account management requirements reduced occupancy expense for the client
- Participate in the marketing process for GCS accounts or projects, including proposal and presentation preparation, travel, and attendance at meetings with potential clients
- Oversight of all service lines pertaining to the account including, Facilities Management, Transaction Management, Financial Analysis, and Lease Administration
- Create and maintain corporate level reporting related to the portfolio and performance
- Support annual budget development for real estate in cooperation with client CRE
- Coordinate all project processes, including requirement definition, financial

- Coordinate with internal team members to prepare reports for and present Annual Strategic Review, Quarterly Business Reviews, and Weekly or Monthly real estate activity status updates

### **Qualifications for corporate real estate director**

- Technology review and strategy
- Portfolio and workplace optimization
- Market research and bench marking
- Bachelor's Degree in Business, Finance or related field with a minimum of 10 years' experience as a corporate real estate thought leader and subject matter expert
- Excellent client relationship manager with expertise in engagement, facilitation and influencing skills with senior management
- Strong analytical, financial and problem solving skills are critical