



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. 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

- Develop and implement performance metrics and budgets to manage processes and projects from initiation to execution, to deliver data driven reports and presentations to senior management
- Partner with the transactions team, project management, and finance to develop and implement cost effective strategies
- Oversee the performance and cost monitoring of outsourced vendors
- Lead team and establish goals and go/ no-go criteria
- Proactively identify opportunities to improve team effectiveness, processes, and program outcomes
- Oversee an internal team of 11 employees including lease administrators, construction managers, external project managers
- Maintain existing real estate and facility related processes, policies and procedures, recommending changes as needed to create best-in-class facilities and standards
- Manage external relationships with preferred suppliers, brokers, architects, engineers, general contractors, sub-contractors
- Identify and manage all capital related requirements, manage company annual PPE budget plans of \$70 to \$100MM, and company facility improvement plans
- Perform financial analysis, budgeting, project justification, and other quantitative and qualitative analysis to advance company short and long term

Qualifications for corporate real estate director

- Real estate financial skills – proficiency in real estate financial analysis, discounted cash flows and analysis of real estate market data
- Must have ability to use rigorous logic and methods to solve problems with effective solutions, to contribute to and leverage Unum REM's body of knowledge, and to maintain high professional standards while providing superior service to the Business Partners (through listening, anticipating their needs, delivering the value they expect, and supporting their long-term success)
- A strong emphasis on social and qualitative aspects such as communication, presentation, influencing, negotiating and inter-personal skills
- Strategic – able to connect dots between company and supplier to ensure short-term and long-term picture is achieved
- Able to communicate performance expectations with clarity and hold suppliers accountable
- Managing outcomes/services – moving away from managing activities and people to managing agreements and performance expectations (SLAs, KPIs, agreed upon outcomes)