



Example of Corporate Real Estate Job Description

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Our company is hiring for a corporate real estate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for corporate real estate

- Utilize, and act as a source of, best practices process, tools, techniques and continuous improvement for real estate transaction and project management
- Coordinates site feasibility activities/requirements in partnership with design & construction, operations, finance, other internal business partners and real estate service providers
- Understand individual division business drivers and needs, then apply that knowledge and develop plans which deliver effective real estate portfolio and workplace solutions to support those business needs
- Manage non-transactional real estate data functions
- Develop, manage and lead strategy, governance, process/policies/procedures, standards, and operational excellence for global real estate transactions and project execution
- Proactively integrate and leverage global real estate portfolio data analytics to implement optimal global footprint solutions
- In partnership with the Global CRE Lead, interface with business leaders to identify, recommend and implement real estate strategies
- Manage strategic initiatives for global real estate
- Ensure adherence of company standards, policies for execution of real estate projects
- Lead and manage third-party broker partnerships relating to real estate transaction services

Qualifications for corporate real estate

- Driving the tax advice on a wide range of projects and working with large complex clients that have international links
- University or college student, preferably Architectural, Electrical or Mechanical Engineering (2nd, 3rd or 4th year)
- Ability to read Architectural Floor Plans
- Assist Project Manager with set up and maintenance of project schedule, sharepoint site, and other project information
- Scheduling meetings with internal and external participants, organizing meeting and catering bookings, run webex/technology troubleshooting, taking and distributing minutes, other record keeping