



Example of Manager, Real Estate Job Description

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Our company is searching for experienced candidates for the position of manager, real estate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for manager, real estate

- Develop annual capital investment budget for assigned geographic area
- Manage multiple engagements teams and prepare end-of-engagement evaluations for staff
- Supervise and review work product of Senior Associates and Supervisors and communicate audit status to clients periodically and assess resources needed for project completion
- Develop/maintain scope and schedule for assigned projects
- Recruiting - Work with the District Recruiter to maximize the acquisition of new agents to Coldwell Banker's Powered By Zip Team (PBZ)
- A bachelor's degree in business, real estate, accounting or finance, preferred
- A minimum of three to five years of related experience in commercial property management and financial reporting
- A proven track record of providing superior customer service
- Familiarity and experience with Yardi or a similar property management software program
- The ability to express ideas clearly in written and verbal communications, including the capability to create complex financial and business related documents

Qualifications for manager, real estate

- Bachelor degree or above in International Real Estate, Business Administration, Economics, or its equivalent

- Fully qualified accountant (ACA or equivalent)
- General awareness of European tax principles and fund structuring techniques, including VAT and transfer pricing is highly desirable
- Must have previous experience working in a real estate environment, particularly the closed-ended real estate funds market
- German or French language skills will be looked upon favourably