



Example of Manager, Real Estate Job Description

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Our innovative and growing company is looking to fill the role of manager, real estate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for manager, real estate

- Coordinate diligence activities for candidate sites including market research, architectural/engineering site surveys, floor plan test fits, and local zoning checks
- Analyze, evaluate and investigate multi-market store site locations (availability, property value, access, zoning, development obstacles, timing)
- Consults with clients to determine event needs such as space, physical set-up, AV and technical requirements, catering and other event support
- Promotes conference center and event management services to current tenants and other prospective clients
- Prepares tenant newsletters, electronic blasts and property marketing materials
- Participates in marketing discussions and plays integral role in prospective client tours
- Develops budgets for scheduled client events
- Solicits competitive bids from external service providers as needed to meet event requirements
- Presents recommendations and budget proposals to client for approval
- Prepares reports to summarize service and conference center utilization for property management team

Qualifications for manager, real estate

- Five (5) to Seven (7) years of real estate valuation experience required

- Specialist in dealing with real estate funds, REITS and real estate professionals and their closely held
- Member of a Facilities Management related professional body
- Proven history of analysing data, creating reports, establishing trends and producing recommendations for service improvements and cost savings