



Example of Real Estate Manager Job Description

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Our company is growing rapidly and is looking to fill the role of real estate manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for real estate manager

- Facilitates civil engineering, site planning and entitlement process once land has been purchased
- Liaising with all parts of the firm as appropriate to ensure that all financial and operational matters are dealt with and managed
- Additional ad-hoc project work will be required for both the funds
- Occasional UK and European travel may be required
- To develop strong relationships with our external service providers and business partners
- Participates in real estate consulting and valuation-related engagements by performing
- Responsible for researching and analyzing sites in Region to established guidelines, procedures and policies
- Communicate with business owners the internal accounting and tax departments of business clients to ensure delivery of exceptional client service
- Manage, direct and oversee engagement teams on client engagements
- Manage and implement all elements of the leasing processes for both University owned commercial space and other off campus space

Qualifications for real estate manager

- A background in real estate accounting
- 5+ years of recent or current CPA firm Tax experience with a concentration

- Real estate market knowledge, including typical practices, players
- Graduate Business Degree or similar preferred
- Regularly interacts with high level Retail Landlord representatives