



Example of Real Estate Manager Job Description

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Our growing company is searching for experienced candidates for the position of real estate manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for real estate manager

- Experience working in a fast paced, high volume workplace
- Self-starter mentality and the ability to work with minimal supervision
- Rudimentary knowledge/understanding of electrical and mechanical systems
- Assist with accounts receivable and accounts payable, including collection of rent, accruals, payment of expenses, common area maintenance estimates, true-ups, reconciliations, compliance with lease terms, and preparation of all related documentation
- Respond to customer requests and needs
- Oversee selection and performance of vendor services, including preparation of requests for proposal and service agreements
- Schedule and facilitate maintenance with vendors and customers
- Document and track all certificates of insurance from vendors and customers
- Maintain accurate and pertinent information for vendors and customers
- Engages brokers to help implement new store expansion strategy including managing broker relationships, bringing in new sites, drafting letters of intentions, and creating brief summaries of deal

Qualifications for real estate manager

- 5-7 years of relevant Real Estate Management experience or equivalent and previous experience in all aspects of real estate management in a geographically dispersed environment

methods, and associates

- Bachelor's degree in real estate, accounting, finance, business, economics or related field required
- Bachelors Degree in Accounting or related field and CPA Certification is required
- A minimum of 7 years experience working in tax compliance and tax consulting in public accounting or a combination of corporate and public accounting experience with strong experience working with REG clients
- Demonstrated REIT experience is a plus