



Example of Real Estate Manager Job Description

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

Responsibilities for real estate manager

- Supervises concierge services and other event support staff responsible for event budget forecast and reconciliation
- Ensures property condition issues are corrected through timely submission of work order requests
- I am committed to the development of myself and my peers
- Determine capital vs
- Conducts surveys for available office space and possible building sites
- Analyzes lease agreements and various other real estate documents, such as estoppels, non-disturbance agreements and subordinations, as to the relevance of the terms and conditions
- Ascertains all costs associated with a project including profitability, and prepares an Authorization for Expenditure (AFE) seeking approval for a new lease, lease extension, renewal option, refurbishment project, office enlargement, Submits AFEs to management for approval
- Prepares and issues requests for proposals for required tenant improvements
- Working with a multi-disciplinary team, you will lead major real estate initiatives, identify, plan, and schedule project deliverables
- Provide strategic and financial analyses for major Global Real Estate projects such as new leases, new developments, acquisitions/disposals, sale-leasebacks, relocations, renewals, expansions/contractions

Qualifications for real estate manager

- Extensive experience in working with staff at all grades
- Experience of operating a CAFM system and producing reports from the system
- Demonstrative experience in providing data on the performance of buildings within the portfolio
- Qualified individuals must either reside in or near the Auburn Hills area or be willing to relocate to the area for this opportunity
- Advanced computer skills including Excel, Word, PowerPoint and Outlook