



Example of Transaction Real Estate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of transaction 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 transaction real estate

- Identify of lease actions or real estate actions
- Manage lease action dates within an appropriate time horizon via notification to GREWE Relationship Leaders and the Business Unit (BU), meeting with GREWE and the BU to understand the real estate action, coordination of discussions to understand the BU strategy, running comparative analyses to outline qualitative and quantitative aspects of various alternatives and supporting the decision making progress relative to determination of the optimal solution
- Monitor lease expirations, and negotiate lease renewals within prescribed timeline
- Manage all landlord, external broker and site selection relationships
- Oversee site selection/site evaluation, and generate recommendations working with regional GREWE Relationship Leaders (RL)
- Manages transaction and portfolio reviews with GREWE Relationship Leaders and LOB stakeholders and recommend negotiation options and strategies to the decision-maker(s)
- Engage and manage external brokers to identify sites (if buying or leasing new space) or external brokers to market property (if selling) and coordinate the negotiations of sales through a field broker
- Regularly compile updates, and present market analysis to regional VP/Relationship Lead
- Manage and oversee all lease termination obligations, for example returning

- Documentation of the defined solution via a real estate execution document (REED) that is distributed to all stake holders to ensure clarity on approach, next steps and key milestones

Qualifications for transaction real estate

- Lease negotiation and real estate deal making (7-10 years)
- 3 - 4 years of professional experience in Financial Advisory / Audit (preferably B4 experience)
- Strong accounting / financial analysis background and experience in financial due diligence projects especially in real estate sector
- Professional Certification - Chartered Accountant, ACCA (or reasonably close to finishing)
- Fluent in English (verbal and written), Polish language will be an advantage
- 2 - 3 years of professional experience in Financial Advisory / Audit (preferably B4 experience), especially in real estate sector