

Transaction Specialist

About CBRE

Would you like to work at the world's largest commercial real estate services firm, and a Fortune 500 company? Do you want to expand your knowledge while working on a high-performing team alongside the industry's best talent? Are you goal-oriented and driven to be your best every day?

If so, we want to hear from you!

Few companies are as dynamic as CBRE, and few industries are more exciting than commercial real estate. If you are looking to make an impact and build your career, this is the opportunity for you!

Be a part of the industry that shapes our cities and our lives.

About you

- You thrive on detailed-oriented work and have stellar time management skills.
- You have excellent written and verbal communication skills.
- You are self-motivated and proactive.
- You can effectively present complex information to individuals and groups.
- Your organizational skills and professionalism are your strengths.
- You can provide efficient, timely, and courteous service to customers.
- You are an analytical thinker and creative problem-solver.
- You work effectively in a fast-paced, cohesive team environment
- You demonstrate good judgment in applying company policies and are dependable in delivering high-quality work.

The Opportunity

CBRE is seeking a dynamic and resourceful individual to provide join CBRE's Corporate Real Estate Account Management team and work with clients with portfolio locations across North America. Our team helps corporations with lease administration, real estate & portfolio strategy and, transaction management on their owned and leased commercial real estate assets.

Your role will surround analysis and support for lease administration, documentation, client relationships and reporting. You will manage, monitor, and report monthly on the progress of active transactions, lease terminations, rent commencements, rent increases, lease renewals, and lease options. You will also review and abstract leases in our lease management software.

Various levels of previous work experience will be considered. Join the world's largest commercial real estate firm today!

Responsibilities include but are not limited to:

Documentation (50%):

- Modify and format existing standardized documents
- Electronic file management
- Documentation process management
- Maintain, monitor and report on all aspects of Transaction Management process using a variety of tools
- Lease diagnostics and lease administration

Account Management (20%)

- Use available software and systems to support, coordinate and implement reports, standard documents/templates and support transaction managers
- Proactive account and portfolio review
- Monitors lease expirations. Prepares documentation for lease renewals within the prescribed timeline.

Transaction Management (20%)

- Prepares and edits offers, RFPs, letters of intent and proposals with review by a senior transaction manager.
- Maintains, monitors and reports on all aspects of Transaction Management process using a variety of tools.
- Concurrently provides support to the team and effectively negotiates the business terms and conditions for a wide variety of commercial real estate products, including land, office, retail and industrial.
- Works with team analyst to prepare market surveys, and schedule tours for Senior Transaction Manager and Executive Vice President
- Use available software and systems to support, coordinate and implement reports, standard documents/templates and support team transaction managers
- Assists in the preparation of materials to dispose of client surplus properties within the prescribed timeline.
- Closely tracks and reports all transaction activity (commissionable and non-commissionable), prepares commission forecasts, vouchers, and accounts for all savings results achieved on behalf of clients.
- Adheres to all state real estate agency requirements. Ensures compliance with CBRE's corporate policies as they relate to identifying and mitigating potential conflicts of interest.
- Coordinate with local brokers across CBRE's real estate platform in North America

Client Management (10%)

- Preparation of client and prospective client presentations and meetings.
- Sharepoint site management
- TM Tools management, data entry and reporting
- Transaction Reports
- Collect and enter transaction and portfolio data ensuring completeness and accuracy
- Bi-weekly client calls

Other duties may be assigned.

Qualifications

- Bachelor's degree or equivalent to a four-year college degree.
- Two to three or more years related real estate experience or any similar combination of education and experience.
- Current Real Estate Salesperson license is an asset
- Lease administration, legal assistant or paralegal experience is a preferred
- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint, Outlook, Sharepoint)

Why choose CBRE?

Experience the resources and support of a global organization where an entrepreneurial mindset is encouraged.

The long tenure of our employees speaks volumes about our work environment, leadership, opportunities for advancement, and high employee engagement. Our collaborative culture is built on our RISE values: Respect, Integrity, Service, and Excellence. This reflects the needs and perspectives of our clients and our people.

Reach your highest potential in our modern, Well-certified offices, proven to maximize employee wellness. We believe our working spaces should allow everyone to feel comfortable, productive, and inspired. When people feel inspired, great work is accomplished.

Come experience the employee advantage at CBRE.

We look forward to hearing from you!

CBRE is committed to being an organization that celebrates diversity as a strength, where people have access to equitable opportunities and management fosters inclusion. Employees have the freedom to be authentic and are empowered at work.

Please submit interest to: John Fisher – john.fisher@Cbre.com