

Real Estate Transaction Manager

Company:

Site Selection Group is a leading location advisory and economic incentive firm providing solutions to corporations and communities across the world. We offer four core services to our customers which includes location advisory, economic incentive services, real estate services and economic development consulting. Through the utilization of our cutting-edge databases and analytical models, our experts can maximize the efficiencies of location decisions for corporations in a variety of industries. For additional information, please visit our website at www.siteselectiongroup.com.

Position:

Site Selection Group is seeking to hire a real estate transaction manager. The transaction manager will be responsible for the company's research efforts and assist senior members of the company with various office, industrial and retail real estate transactions. The position requires a candidate who excels in a team environment and has the ability to manage multiple projects under strict deadlines.

Responsibilities:

- Conduct national and international market research for office, industrial and retail real estate
- Contact real estate owners, brokers and economic developers to gather information
- Conduct financial analysis of real estate transactions
- Draft and delivery of real estate documentation
- Conduct real estate negotiations
- Package real estate reports and tour books
- Plan and participate in building tours with customers
- Oversee the management of select internal databases

Qualifications:

- Prefer previous experience in commercial real estate brokerage
- Bachelor's degree required
- Strong written and verbal communication skills
- Outgoing and enthusiastic
- Experience with Microsoft Office products, especially Excel, PowerPoint, and Access

Contact Information:

If you are interested in this position, please submit your resume to careers@siteselectiongroup.com.