



JOB DESCRIPTION

Job Title: Assistant Real Estate Manager

Job Location:

50 South 16th Street
Philadelphia, PA 19102

Send resumes to:

Linda.Lawson@cbre.com

JOB SUMMARY

Supports the Real Estate Manager in managing all aspects of a single property or small portfolio of commercial, industrial, or retail properties including marketing, operations and financial activities. Provides superior service to tenants and property owners.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Responds to tenant needs and coordinates with maintenance staff to resolve problems. Maintains positive relationships and high retention levels with all tenants. Responds to all problems and concerns and ensures compliance with rules and regulations.

Interacts regularly with property owners to ensure that objectives are being met. Anticipates and responds to owner's needs and concerns. Oversees the preparation of accurate, timely and complete reports.

Supports the planning, budgeting and control of operating and capital expenditures. Oversees and approves the calculation of all special billings. Prepares annual budgets, forecasts, management plans, monthly performance reports, and variance reports. Understands and provides explanation for variances.

Supervises on-site management employees to ensure optimum performance. Trains and develops staff, provides coaching/counseling, conducts appraisals, and makes hiring decisions. Addresses complaints and resolves problems with the assistance and guidance of the CBRE Human Resources or Legal Departments when necessary.

DOCUMENT NAME: MANAGER, ASSISTANT REAL ESTATE

REVISION DATE: JULY 2003

AUTHOR NAME/E-MAIL ADDRESS: <mailto:compensationgroup@cbre.com>

This is an official CB Richard Ellis Human Resources Document and is intended for internal distribution to company employees only. Any external use or distribution of the materials contained herein is prohibited without the express approval of the Human Resources Department.

Performs regular inspections of property. Recommends and directs alterations, maintenance and reconditioning of property as necessary. Contracts for vendor services and supervises as required. Requires basic understanding of tenant and capital improvements.

Coordinates marketing and leasing of properties, shows space, qualify prospective tenants, and negotiates new leases and lease renewals. Coordinates tenant move-ins and move-outs, and “walk-through” spaces with tenants and tenant improvement department.

Oversees the collection of rent, payment of expenses, compliance with lease terms and preparation of all required legal notices. Recommends and coordinates legal action as necessary.

Participates in civic and business organizations. Attends BOMA and/or IREM programs and activities. Conducts and maintains relationships with “key” clients/tenants, industry and trade associations, representatives of government, public service organizations, customers and vendors as necessary in the overall management of the property.

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Provides formal supervision to individual employees within a work unit and/or group. Responsible for identifying training needs, tracking performance, coaching, and motivating direct reports. Provides input into hiring, terminating, compensation, and performance evaluation.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (BA/BS) from four-year college or university and a minimum of one to two years of related experience and/or training.

CERTIFICATES and/or LICENSES

Active real estate license required. CPM or RPA professional designation or candidacy preferred.

COMMUNICATION SKILLS

Ability to comprehend, analyze, and interpret complex business documents.
Ability to write reports, manuals, speeches and articles using distinctive style.
Ability to effectively respond to sensitive issues, complex inquiries or complaints from clients, co-workers, supervisor, and/or management. Ability to make effective presentations on general topics to an internal department, large group of employees, clients, and/or management. Ability to motivate employees and

client groups to take desired action.

FINANCIAL KNOWLEDGE

Requires in-depth knowledge of financial terms and principles. Able to forecast and prepare budgets. Conducts complex financial/business analysis including the preparation of complex reports. Prepares and manages departmental budget.

REASONING ABILITY

Ability to solve problems and deal with a variety of options in varying situations. Requires advanced analytical and quantitative skills.

OTHER SKILLS and/or ABILITIES

Must have an excellent customer service approach to property owners and tenants. Must be able to deal effectively with vendors and brokers. Must be highly proficient in Microsoft Word and Excel.

SCOPE OF RESPONSIBILITY

Decisions made with in-depth understanding and interpretation of procedures, company policies and business practices to achieve complex results. Responsible for setting department deadlines. Errors in judgment may cause long-term impact to co-workers, supervisor, department and/or line of business.

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.