

Date:	2019-12-05
Position Level:	Entry-Level
Industry:	Real Estate
Function:	Administration
City / Country of Origin:	Multiple

Position Title: Associate Specialist – Real Estate

<p>Job Description:</p>	<p>Administer real estate assets with the goal of maintaining operating efficiency, insuring data integrity, and lease compliance as well as provide cost-effective facilities to support current and future operational needs.</p> <p><u>ESSENTIAL JOB DUTIES/RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> • Under close supervision, support Real Estate Portfolio Administration. • Assist with the management of lease expirations, renewals and/or extensions. • Investigate and evaluate real estate alternatives to meet the company’s facility capacity needs and operational requirements. • With guidance, assist with the expansion of existing leased or owned facilities including the acquisition of land or other related real estate. • Capture and maintain real estate related data within data management system for all owned and leased real estate, ensuring accuracy and integrity of data for each location. • Ensure payment of rent or other real estate related costs for leased facilities. • Evaluate request for reimbursement of real estate related expenses including taxes, insurance, or other related invoices ensuring accuracy and lease compliance. Investigate discrepancies and make appropriate recommendations. • Collaborate on the initiation of capital and/or lease expenditure authorization requests as required for real estate related transactions. • Participate in the management of client, vendor and landlord relationships as it relates to real estate assets. • Comply with all applicable laws/regulations, as well as company policies/procedures • Perform other assignments (or duties) as required
<p>Qualifications:</p>	<ul style="list-style-type: none"> • Bachelor’s degree in Real Estate, Finance, Business, Marketing or related discipline or equivalent work experience • Good analytical skills • Good time management, organizational and interpersonal skills • Ability to take initiative • Experience and ability to use Microsoft Office Software including but not limited to: Word, Excel, Access, and Outlook. • Good verbal and written communication skills necessary to communicate with all levels throughout the organization • Ability to work independently and as a team member

Pref. Certifications:	N/A
Minimum Education:	BA/BS/Undergraduate
Minimum Experience:	1 - 3 Years
Required Travel:	< 10%