

Commercial Real Estate Investment Broker Associate

Company Description:

Edgemark Commercial Real Estate Services LLC, established in 1987, provides commercial real estate brokerage, property management, investment services and development with a focus in the retail industry. In response to a demand for a highly qualified commercial real estate organization, Edgemark prides itself on consistently delivering analytical and creative analysis to its clients by recruiting a select group of talented, entrepreneurial real estate professionals to maximize its cutting edge retail marketing technology.

Position Overview:

Provide brokerage investment services for the sale of retail shopping centers.

Position Responsibilities:

- Communicate with brokers, clients and third parties
- Provide comprehensive market research, financial projections and valuation analyses
- Prospect, qualify and secure new business as well as work with established client base
- Prepare market surveys
- Conduct online and internet research
- Organize transaction documents, including confidentiality agreements, BOVs, contracts, listings, closing documents, etc
- Involvement in negotiations and review of legal and administrative documents critical to the transaction
- Ad hoc financial analysis for clients
- Understand client(s) strategic real estate goals and implement corresponding real estate plans
- Discuss pricing/rates with clients

Position Requirements:

- Bachelor's degree preferably in Business, Finance or Real Estate
- 3 years real estate industry experience
- Experience in real estate sales and/or financial modeling preferred, along with a familiarity of the commercial real estate industry throughout the Chicago area
- Must obtain or hold state real estate license
- Candidates must have an outstanding professional appearance and manner with good people skills.
- Must be outgoing, competitive, analytical, self-motivated, well organized and highly energetic
- Intermediate proficiency in MS Office Suite
- Excellent attention to detail and analytical skills
- Demonstrated leadership, self-management and problem resolution skills
- Ability to manage, review and approve a large volume of transactions simultaneously
- Proven record of providing exceptional internal and external customer service

Contact:

Email cover letter and resume to Laura Liljehorn, Edgemark Commercial Real Estate Services LLC – liljehorn@edgemarkllc.com