

# Commercial Real Estate Salesperson and Leasing 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:**

Responsible for the leasing of Chicago area shopping centers, buildings and outlots. This position provides superior administrative, marketing and research support critical to the overall success of a brokerage team.

## **Position Responsibilities:**

- Support the team in all aspects of retail brokerage
- Communicate with brokers, clients and third parties
- Coordinate marketing, research and financial analysis efforts, as it relates to marketing packages
- Compile information to be used in periodic landlord leasing activity reports
- Prepare market surveys
- Conduct online and internet research
- Organize transaction documents, including confidentiality agreements, leases, LOIs, contracts, listings, closing documents, etc
- Involvement in negotiations and review of legal and administrative documents critical to the transaction
- Ad hoc financial analysis for Landlords and Clients
- Understand client(s) strategic real estate goals and implement corresponding real estate plans
- Discuss vacancies/rates with clients, cooperating brokers and prospective tenants
- Field marketing calls and coordinate property tours and packages
- Compile information for marketing activity reports for brokerage team

## **Position Requirements:**

- Bachelor's degree preferably in Business, Finance or Real Estate
- 1-3 years real estate industry experience
- Financial analysis and/or research experience preferred
- Must obtain or hold state real estate license
- Advanced familiarity with and understanding of lease language and terms, the reconciliation process for Common Area Maintenance, insurance and real estate taxes
- Intermediate proficiency in MS Office Suite
- Advanced oral and written communication skills
- 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 – [lliljehorn@edgemarkllc.com](mailto:lliljehorn@edgemarkllc.com)