Career Opportunity - Full Time

Lincoln Harris

Location: Daniel Island, SC

Position: Junior Broker

Responsibilities

Develops business and negotiates the selling, leasing, and marketing of commercial real estate properties for clients.

Secures new and expanded business opportunities through prospecting, networking, relationship building, and selling additional Lincoln Harris services to current client base.

Provides tenants and landlords with pertinent information on leasing availability, current market conditions, and property values.

Accompanies prospective clients to property sites to discuss property features, leasing rates, and terms.

Compiles property data for clients, such as tenant surveys, summary reports, maps, status updates, and presentations for listing or tenant representative assignments.

Prepares Request for Proposals (RFP) and reviews RFP responses. Analyzes data and prepares real estate reports on average asking rents, tenants in the market, historical data, and market comparisons.

Gathers and coordinates materials necessary for transactions such as listing agreements, commission agreements, leases, and sales agreements.

Prepares offers, term sheets, and lease amendments.

Maintains current knowledge of market conditions, property values, and legislation that may affect the real estate industry.

Drafts correspondence to existing and prospective clients. Gathers, prepares, and distributes marketing materials.

Engages in local business community and charitable events, as well as industry and professional associations for the purpose of creating new contacts and generating new business.
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. Bachelor's degree (BA/BS) from four-year college or university. Real Estate Salesperson license or willingness to obtain one. Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information. Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages, discounts, and/or commissions. Conducts basic financial analysis. Ability to comprehend, analyze, and interpret documents. Ability to solve problems involving several options in situations. Requires intermediate analytical and quantitative skills. Intermediate skills with Microsoft Office Suite

Pay: Commission based with annual stipend

Please submit a cover letter and resume to Christine Majernik–christine.majernik@lincolnharris.com