



Market Associate (Exempt)

Job Description

The Marketing Associate works directly under the direction of the Managing Principal and is responsible for marketing and leasing commercial office buildings in the DFW area, negotiating lease agreements with property owners, landlords and third party brokers. Must be self motivated team member and be able to effectively interface with clients and prospects to successfully define and negotiate lease terms.

Supervision

Reports to: Managing Principal

Responsible for: N/A

General Qualifications Required

Education: Bachelor's degree (B.A.) from four-year College or university

Training Requirements: Training required to maintain license(s)

Licensing: Working towards or holds current Texas real estate license or Juris Doctorate and licensed in Texas to practice law

Experience: Minimum three (3) years of landlord representation experience
Ability to interpret and negotiate lease language
Understanding of building construction techniques
Understanding of tenant improvement construction a must
Computer skills required include proficiency in Word, Excel and Outlook

Skills/Behaviors:

- Analytical** – Collects and researches data; uses intuition and experience to complement data
- Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions
- Project Management** – Coordinates projects; communicates changes and progress; completes projects on time and budget
- Technical Skills** – Strives to continuously build knowledge and skills.
- Customer Service** – Responds promptly to customer needs; responds to requests for service and assistance; meets commitments
- Oral Communications** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills
- Written Communications** – Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information
- Business Acumen** – Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals
- Cost Consciousness** – Works within approved budget; develops and implements cost savings measures; contributes to profits and revenue; conserves organizational resources



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Skills/Behaviors: **Ethics** – Treats people with respect; keep commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
 Strategic Thinking – Develops strategies to achieve organizational goals; analyzes market and competition; identifies external threats and opportunities

Major Areas of Responsibility

- ♦ Generates leads through cold calling and other appropriate measures
- ♦ Shows properties, prepares property statistics and leasing information
- ♦ Analyzes and performs make-ready improvements in vacancies
- ♦ Prepares and facilitates property tours
- ♦ Negotiates lease terms, prepares budget information and appropriate reports for clients
- ♦ Prepare and submits lease proposals to potential tenants
- ♦ Develops and maintains relationships with clients, tenants, and brokers
- ♦ Attends real estate events
- ♦ Identifies potential development projects or acquisitions for company
- ♦ Market HLC and self to brokerage firms
- ♦ Stay current on market comparables and trends
- ♦ Other duties as assigned.