

Commercial Associate Broker Needed

Location: Bryan/College Station, TX

Job Summary: Stafford Barrett Commercial Brokerage is looking for an entry-level associate to join our growing firm. This associate will initially be responsible for new business development, and will quickly take on more responsibility as knowledge is acquired. There will be a formal 6-month training period, during which time our new team member will be trained by our senior members.

Education: Bachelor's degree from four-year college or university

Certificates and/or Licenses: Texas Real Estate Commission License

Experience: Past commercial real estate or sales experience is a plus, but not required.

Skills:

- 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.
- Ability to comprehend, analyze, and interpret documents. Ability to solve problems involving several options in situations.
- Ability to work independently (self-starter) and as part of a team

- Advanced knowledge of: Microsoft Word, Excel, Outlook, and Power Point
- Successful candidate must have the desire and ability to maintain confidentiality in all matters

Essential Job Functions:

- Cultivate data base of prospective clients via: phone solicitation, building canvassing and email solicitation
- Conducting space surveys to determine fit for client requirements
- Compiles property data for clients, such as tenant surveys, summary reports, maps, status updates, and presentations for listing or tenant representative assignments.
- 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.
- 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.
- Maintains accurate and up-to-date information in company databases. Other duties may be assigned.

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