



Mid-America Real Estate Corporation
MidAmericaGrp.com
t: 630.954.7300

The Wrigley Building,
410 N Michigan Ave., Ste. 1100
Chicago, Illinois 60611

Position: Associate Broker, Mid-America Real Estate Corporation

Job Duties:

- Develop and maintain retail market knowledge throughout the Chicago MSA
- Conduct company, retailer, property and industry-specific research
- Support senior brokers in initiating new business relationships and taking initiative to outreach to new leads (cold calls, warm calls, emails, etc.)
- Work with senior brokers on new business proposals and new business presentations
- Work with senior brokers to develop materials for existing clients including, but not limited to leasing brochures, leasing reports, tenant tour books, prospect lists and transactions tracking databases
- Assist with property showings
- Assist senior brokers in transaction negotiation, evaluation, and documentation

Skills, Education and Experience:

- Bachelor's Degree (Finance and/or Real Estate concentration preferred)
- Licensed Real Estate Broker in Illinois, or ability to receive within ninety (90) days of hire date
- Proficiency in all Microsoft Office programs including Outlook, Word, Excel, PowerPoint, and the ability to learn other company software, as needed
- Strong communication and interpersonal skills with the ability to work independently and collaboratively
- Excellent attention to detail and organizational skills
- Highly developed analytical, written, and oral presentation skills
- Ability to problem-solve, think critically and exercise independent judgment while displaying a high degree of initiative and accuracy
- Demonstrated ability to multi-task and prioritize projects; work successfully within set time frames and effectively manage time and workload
- Willingness to work extended hours or weekends to meet deadlines, as needed
- Ability to network and develop positive relationships

Please send your resume and cover letter to Tina Horazy at THorazy@Midamericagr.com