

ARC Real Estate Group
Leasing Representative
<http://www.arcgrp.com>
Chicago, IL

ARC is a privately owned, real estate firm that provides comprehensive real estate services to national, regional, and local retailers, service providers, and commercial building shopping center owners. Activities include tenant representation, investment services, and shopping center/commercial building leasing and development.

Position Overview

Responsible for the sale and leasing of a sizeable portfolio of Illinois area shopping centers, commercial buildings, and raw land and outlot parcels. Research and create market studies, retail market analysis, competitor retailer information, site feasibility studies, and presentations; provide detailed activity reports; conduct lease negotiations.

The associate leasing representative will be involved in all phases of real estate transactions including negotiating lease and sale contracts, sourcing new prospects and marketing ARC's available properties to retailers, various service providers (medical/professional, pet care, other office, entertainment), and the real estate brokerage community.

Chosen candidates will receive on-the-job training with excellent advancement and professional growth opportunities.

Position Requirements

Candidates must have an outstanding professional appearance and manner, with great people skills. Must be outgoing, competitive, analytical, self-motivated, well organized, and highly energetic. Exceptional verbal and accurate written communication skills.

Additional requirements:

- Bachelor's degree in business administration or related field or in the process of obtaining a degree.
- Proficient in Microsoft Office

Compensation

Base salary with potential for commissions/bonus.

If you are looking for a career in the real estate industry and meet the above requirements, please email your resume to Andy Robbins at arobbins@arcgrp.com.

No calls from third parties at this time, please.

ARC's success depends on our ability to fully capitalize on the knowledge, skills and experience of all of our employees. We are an equal opportunity employer and support workforce diversity.