

Quantum Real Estate Advisors
Leasing Representative
<http://www.QREAdvisors.com>
Chicago, IL

Position: Leasing Broker for Commercial Real Estate Investment Sales Firm

Purpose: To build and develop an in-depth leasing portfolio across the greater Chicagoland metropolitan area.

Education/Work Experience: Must have 1-3 years of work experience.

Responsibilities:

- *Vision and Strategy* - Work harmoniously with all team members to implement professionalism with clients and co-workers. Work successfully in a fast-paced, dynamic environment. Must be a motivated self-starter that is able to create opportunities.
- *Relationships* - Must understand the value of relationships with clients and co-workers to maintain an excellent level of client service and anticipate the needs of Quantum Real Estate Advisors, Inc. clients.
- *People Skills* - Must be able to interact with people in a professional manner. Strong interpersonal, verbal and written communication skills.
- *Financial/Market Understanding* - Must comprehend all financial analysis involved in evaluating real estate assets and markets.
- *Organization and Time Management Skills* - Must be able to effectively organize electronic and paper documents, current tasks and daily correspondence. Must have excellent time management skills and be highly self-sufficient. Needs to follow up in a timely manner.

Technical Competency Expectations:

- Understand financial analysis and how the commercial real estate industry works
- Efficient with eMail and use appropriate communication for sending attachments and agreements. Maintain a high level of organization in order to recall specific correspondence(s)
- Proficient with MS Outlook, MSWord, MS Excel, Adobe Acrobat and Web Browser
- Must learn database management software such as Salesforce

Leasing Broker Tasks:

Overview:

- Use database to source and input property owners for new listings for lease
- Use database to source tenant leads for vacancy
- Research new leads for potential deals by:
 - Driving markets
 - Attending networking functions
 - Cold calling

Database:

- Create property and contact groups based on specific criteria
- Implement prospects and monitor the communication

Infield:

- Attend various client meetings and networking events
- Take pictures for proposals and property brochures
- Must have a vehicle to perform the following tasks:
 - Drive to listings to show vacant space
 - Drive markets to canvass properties
 - Drive clients on a site tour
 - Drive to properties to cold call prospective tenants for listed properties

Miscellaneous:

- Prepare client status reports and letters of intent
- Research property comparables, rent comparables, and analyzing different markets around the Chicagoland MSA
- Look up ownership information via Sidwell maps and online databases
- Support other business priorities and initiatives as needed

Compensation:

Quantum Real Estate Advisors, Inc. offers brokers a competitive commission-based pay incentivized scale.

Quantum Real Estate Advisors, Inc. is a nationally recognized commercial real estate brokerage firm. The team at Quantum has been involved in nearly every facet of a commercial real estate transaction. Whether it is acquisitions, dispositions, Tenant or Landlord representation the team is uniquely equipped to advise our clients. The team's depth of knowledge ranges from capital markets, geographical markets, industry trends, and property fundamentals. With access to best in class tools and a proprietary platform, our team strives to identify opportunities that exceed client expectations and deliver superior results.