

Quadrel Realty Group – Commercial Broker

Quadrel Realty Group (“QRG”) is seeking a Commercial Broker to build a successful, long-term career in commercial real estate with a top tier team. This position will be responsible for helping lease QRG’s commercial portfolio while acquiring new third-party Tenant/Landlord representation business. This position is located in the downtown Chicago office of Quadrel Realty Group.

Responsibilities:

- Secure new business opportunities through networking, prospecting and existing relationships.
- Seek new solutions to drive revenue growth.
- Conduct site surveys, proposals and negotiate leases/sales for the company and company’s clients.
- Compile data and creates surveys and market studies for QRG and company’s clients
- Gather and coordinate materials necessary for transactions such as listing agreements, commission agreements, purchase/sale agreements and leases.
- Maintain current knowledge of the market and recent transactions.
- Canvass for prospective clients and leads.
- Assist in the financial analysis and underwriting of property values.
- Maintain the company database.
- Assist with coordinating due diligence for properties under contract.

Required Skills:

- Bachelor’s Degree (preferably finance or marketing)
- High degree of integrity
- Strong organizational skills
- Success in multi-tasking while maintaining a strong attention to detail
- Real Estate Salesperson or Brokers License, preferably in Illinois but not required
- Excellent communication skills, both in written format and oral presentation
- Maintaining personal skills and establishing relationships to advance professional networks and facilitate communication both within and outside the company

- Strong negotiating capabilities
- Proficient in Microsoft Office, including Excel and Word. Appfolio, Costar, InDesign experience is a plus

Qualifications:

- 1-5 years of experience in commercial real estate brokerage
- Local travel is required

Contact:

Please submit a cover letter and resume to evpine@quadrelrealtygroup.com. Quadrel Realty Group offers competitive compensation structures. Candidates should be prepared to submit references, if requested.