

Commercial Real Estate Broker Job Description

- Assisting clients in finding suitable non-residential properties to run their business from
- Assisting sellers in promoting their properties to attract qualified buyers in a reasonable amount of time
- Providing guidance on agreements, mortgages, and market prices
- Applying a variety of marketing techniques to advertising properties
- Provide the best suggestions to clients by evaluating their desires and economic capabilities
- Providing relevant information to clients, including property availability, legal guidelines, specifications, and rates
- Appraising the value of properties by thoroughly researching the market or past purchases
- Presenting properties to potential buyers and addressing questions or concerns
- Drafting and completing important legal documents (contracts, agreements, etc.)
- Coordinating property auctions or exchanges
- Producing lists of properties up for sale and managing them
- Collaborating and networking with contractors, home inspectors, attorneys and other external stakeholders
- Remaining knowledgeable about the market and best practices
- Coordinating exchanges of ownership and drafting legal documents and contracts
- Assisting with negotiations between buyers and sellers
- Managing a portfolio of rental properties and supervising real estate agents
- Attending networking functions and occasional workshops.