

Real Estate Asset Manager Job Description

Duties and Responsibilities:

- Manages and leads the company's diverse real estate lease portfolio and initiatives
- Responsible for conducting market and demographic research, as well as leading site selection and property tours with teams and third-party service providers
- Prepares market and initial site analysis, including trends, competition reports, and general site information
- Prepares financial analysis to support lease recommendations
- Develops and analyzes budgets and financial information for new locations, including PI and SVA analysis
- Negotiates all terms of a lease contract with prospective landlords and partners with internal Legal team to edit lease agreements and necessary legal documents
- Ensures lease obligations are fulfilled, documentation and company issues are resolved
- Builds and directs a team of external real estate brokers to execute company strategies with respect to real estate activities and management
- Manages real estate location inquiries, suggestions, and requests regarding prospective locations as assigned
- Regularly and efficiently communicates with all parties involved in a project (i.e. sponsor, stakeholders, team members, etc.)
- Communicates resource shortfalls to superiors in a timely manner
- Works to establish and maintain relationships with Real Estate Investment Trusts (REITs), brokers, developers, and landlords
- Prepares and sends out monthly rent statements, and keeps accounting books and records for all apartments and properties in their portfolio using Rent Manager
- Coordinates with attorneys on purchases of new assets

- Sends lease renewal or terminations 60 days before lease expiration
- Monitors all leasing activity to insure maximum occupancy and income, and manages the tenement process, including providing tenants with move-in information packets, and conducting credit checks for all potential tenants
- Responsible for monitoring the property management team
- Renders assistance during acquisition and disposition of properties
- Models a full lifecycle financial analysis for projects/assets in the portfolio.

Real Estate Asset Manager Requirements – Skills, Knowledge, and Abilities

- Education: A minimum of a Bachelor's degree in Finance, Accounting, Business, Marketing, or Real Estate is required, but possessing an MBA is an added advantage
- Knowledge: Extensive understanding of real estate, with a proven track record of successful real estate transactions across multiple property types is essential
- Current knowledge of industry trends in real estate and development, and a natural desire to understand specific market characteristics; experience of commercial real estate analysis/asset management experience with an emphasis in office and industrial properties may be required. Experience in property management/leasing/operations is desirable; and finance or accounting experience may be required
- Computer skills: Advance knowledge of Microsoft Office software, including Word, Excel, Projects, and Outlook are required
- Entrepreneurial spirit: It is essential for asset managers to be entrepreneurial since many of the activities involved, such as negotiations, approvals and lease analysis, require that risks be assumed and forecasts made
- Strong analytical skills: This skill is essential for evaluating and completing a wide range of real estate transactions
- Communication skills: To successfully perform the duties of a real estate asset manager, they must possess strong verbal and written communication skills

- Interpersonal skills: This is required for establishing and building and maintaining relationship with relevant parties (management, investors, property managers, landlords, etc.)
- Strong organizational skills: This is essential for real estate asset managers to effectively coordinate and manage multiple assignments, as well as prioritize tasks and efforts
- Negotiation skills: Highly developed negotiation skills is required for negotiations with property owners, investors, and significant others.