

# Real Estate Consultant Job Description

---

- Finding, scouting, and identifying investors with property consultancy needs
- Keeping in touch with clients via calls and emails to notify them of the consultancy services offer
- Securing a consulting deal by preparing and presenting business proposals to clients to convince them of his/her consultancy services
- Advertising, marketing, and promoting property vacancies to attract prospective tenants
- Carrying out thorough research and analysis of the real estate and/or property market to identify areas with increasing demand and profitability
- Maintaining up-to-date and accurate knowledge of government policies and relationships with legal professionals and other consultants to exchange information and boost personal networks
- Liaising with legal counsels to prepare sale and lease documents
- Overseeing and handling negotiations with real estate agents and/or realtors on behalf of clients.