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| Job Description: Real Estate Broker / Agent |
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Reports To: Managing Broker

Primary Function: Responsible for working with brokers to cultivate business opportunities for Thalhimer. Potential business opportunities include the sale, exchange, or lease of commercial real estate. The business opportunity may also include arranging for building management by Thalhimer of commercial real estate properties.

Education: Bachelor's Degree

Qualifications: 1-2 years of commercial real estate sales experience, internship experience, or currently working in commercial real estate industry; or B2B sales experience with completion of a reputable sales training program.

Demonstrate strength in building business relationships, strong communications and presentation skills and experience in researching business development opportunities.

Responsibilities:

- Identify potential clients and conduct research to identify best ways for Thalhimer to assist in satisfying their real estate needs
- Canvass prospective clients and develop leads through a variety of approaches including telephone calls
- Arrange meetings with prospective clients
- Accompany and assist brokers at client meetings
- Provide analytical support for cash flow and other financial analyses as well as gather relevant market data and prepare market surveys
- Prepare Requests for Proposals (RFPs), Letters of Intent (LOI's), and presentations of Thalhimer capabilities and proposed business terms to prospective clients
- Network with other brokers to identify best practices
- Help build strong client relationships by delivering "best in class" services which includes providing relevant information to clients on timely basis