

Broker Assistant Job Description

We're seeking Broker Assistants for Office and Industrial Brokerage Teams at our downtown Portland office. Commercial Real Estate Experience preferred, along with knowledge of CoStar, understanding of leases and database management. The description below is a general list of typical duties for this position. Projecting a friendly and professional demeanor while having a good attitude is mandatory for this position.

Typical duties include:

- Prepare, edit, and proofread correspondence, reports, presentations including drafts of all Letters of Intent (LOI's), Listing Agreements, Representation Agreements and coordinate the processing of all documentation related to the transaction process
- Quality control and document management, maintaining confidentiality with sensitive materials
- Provide quarterly, monthly, or bi-weekly reports to Landlords
- Manage meeting schedules, calendar invitations, etc.
- Research properties from a variety of sources for the inclusion in reports and presentations
- Maintain property listings including LoopNet, CoStar, Vertical Email, Crexi, etc. Signage orders
- Set up vouchers and create deal files with brokers
- Create and update marketing materials (brochures, flyers, offering memorandums, pitch books, tours, maps, property photos, etc.) related to new and existing opportunities through coordination with internal marketing department
- May occasionally cover for other assistants when ill or on vacation

Job Requirements:

- Work well as a team player and maintain good relationships with coworkers in a close-knit team environment
- Exceptional communication skills, both written and verbal
- Must be highly organized, be able to focus and pay attention to details
- Works well under deadlines
- Creative self-starter
- Ability to handle sensitive material and maintain high level of confidentiality
- Must be proficient with Microsoft Excel, Word, Outlook
- Familiarity with InDesign and/or Photoshop, email marketing, ACT! (or similar CRM management)
- Real estate license a plus but not necessary

Job Type: Full-time, on-site (Fox Tower, Downtown Portland). Pay depending on experience, with great benefits, free parking or public transportation options. COVID-19 considerations: Social distance and masks are used at your discretion, and surfaces are regularly sanitized