

Join Us!

Junior Negotiator, Commercial Real Estate Brokerage

Barclay Street Real Estate is in need of a motivated individual who would like to gain access to the exciting world of commercial Real Estate. We are looking for a candidate with drive, ability to meet deadlines and have strong interpersonal skills. A completed post-secondary education and a Real Estate license is required. The individual would mentor under a senior broker and learn all the aspects of Commercial Real Estate. This will be a 2-year position followed by a career as a commercial real estate Negotiator to the right person.

Your primary function will be to assist Senior Negotiators in all facets of the business with the goal of accelerating the sales cycle to permit the effective marketing of more listings and ultimately placing the Senior Negotiator in more pure selling situations.

Roles & Responsibilities:

- Prepare marketing packages for listings
- Organize and ensure marketing mailers get sent out to tenants
- Prepare listing presentations
- Continuation of program to establish database of tenants in the Calgary suburban office market
- Keep website and leasing brochures updated
- Maintain sufficient quantities of our listing packages at all times
- Maintain up-to-date files on properties, proposals, companies and clients
- Become proficient with sales process as defined by Senior Negotiator
- Become proficient in the Senior Negotiators specialization but not limited to rent rolling of all buildings, updating related landlord information and contact information
- Attendance at weekly sales meetings
- Sundry duties to include:
 - a) Periodic photography of listings
 - b) Copy of real estate articles from daily companies
 - c) Obtain market reports from other companies

Required Qualifications:

- Undergraduate degree, preferably in finance or business
- Real Estate License
- Ability to communicate clearly and have excellent written English
- Office skills such as experience with PowerPoint, Excel, Microsoft Word and Outlook
- Must have strong organizational and time management skills

- Drive to deliver exceptional customer service with external partners and clients
- Attention to detail, ability to meet deadlines and strong relationship building ability
- Must be able to provide administrative support to Senior Negotiators
- Take a high level of professionalism to the next level of customer service

How to Apply

Please submit your cover letter and resume via email to:

Barclay Street Real Estate

Email: hr@barclaystreet.com

We thank all candidates who apply but only qualified candidates will be contacted for interviews.

About

Barclay Street Real Estate Ltd. Is a full-service commercial real estate and property management firm head quartered in Calgary, Alberta. Comprised of local and international real estate professionals, the team at Barclay Street has been serving businesses throughout western Canada for over 40 years

www.barclaystreet.com