

Orange National Retail Group

Real Estate Account Manager

Job Posting

Orange National Retail Group is a specialized national real estate advisory firm that provides Commercial Real Estate, Research & Demographics and Business Advisory services for Tenants.

Employment Type: Permanent | Independent Contractor Status

Position Type: Account Manager

Compensation Format: Salary plus commission

Compensation Amount: Based on experience

Offices: Vancouver, serving GVRD and the B.C Province

Key Responsibilities:

- Develop and administer client programs
- Market and site analysis for retail Tenants and clients
- Site selection and Site Tours
- Prepare Tenant Offers to Lease or Lease Amendments for new locations, relocations and Lease renewals
- Maintain a proficiency with the creation and application of all forms of real estate documentation related to the business including but not limited to Offers to Lease, Letters of Intent, Letters of Interest, Leases, Purchase and Sale Contracts, Registration Agreements, Fee and Commission Agreements, Opinions of Value, Site Information Packages, Status Reports, Site Summaries, Non-disclosure Agreements, etc.
- Develop and maintain a proficiency and reasonable working knowledge of major retail and retail related properties in B.C
- Develop and maintain a proficiency and working relationship with all retail and retail related Landlords and Developers in B.C
- Develop and maintain a working knowledge of basic retail economic parameters, including but not limited to sales to rent ratios, profit and loss statements, income statements, turnover ratios, sales per square foot ratios and other common retail industry ratios.
- Maintain a professional proficiency with all forms of client communication and correspondence including but not limited to telephone / meeting manner, letters and memorandums, email correspondence, status reports, presentations, etc.
- Develop a proficiency of all internal company computer systems and programs including but not limited to CRM, Orange Cloud Server and Microsoft Office
- Prospect for new opportunities / clients



Qualifications:

- College / University Degree
- Must have a Real Estate Licence in good standing
- Must have own vehicle
- 5 years working experience in commercial real estate specializing in Tenant representation
- Able to bring current Retail Clients currently working with or representing
- Excellent communication skills, written and verbal, and ability to work with all levels of team and clients
- Thorough understanding of Lease negotiations and Lease clauses
- A comprehensive working knowledge of real estate economic parameters, including but not limited to development pro-forma evaluations, rental rates, net effective rent calculations, time value of money calculations, capitalization rates, mortgage financing, etc.
- Computer proficient – MS Office software, MAC platform
- Self motivated and a strong work ethic
- Professional and highly organized
- Team oriented
- Thrive in a fast paced environment

Please submit your resume and cover letter to:

lg@orangegroup.ca

Attention: President

Subject Line: "Orange Sales Rep – Last Name, First Name"

We thank all applicants for your interest in Orange National Retail Group, however only candidates of interest will be contacted.