

REAL ESTATE SUPPORT ASSOCIATE

Company: RETAIL RESOURCE GROUP, LLC (“RRG”)

Location: Austin, TX

COMPANY OVERVIEW: RRG exclusively focuses on the retail and restaurant industry, providing a full service outsource real estate solution for our clients. Our broad-based experience uniquely qualifies us to focus on critical issues that motivate both Tenants and Landlords. RRG has a proven track record of successful negotiations that achieve real dollar savings, create value, and mitigate leasehold exposure for our clients.

POSITION OVERVIEW: RRG is searching for an entry level Support Associate to join their growing team, working specifically for Senior Management and the Deal Making Team, supporting them on existing retail and restaurant accounts.

CORE DUTIES:

- Abstracts leases, pulling all pertinent clauses of a lease into a summary document for the Deal Maker.
- Researches specific market comparable properties using LoopNet and assembles them into an internal comparative market analysis.
- Runs Deal Savings Summaries for each specific deal.
- Keeps Deal Maker organized on each specific file.
- Documents each correspondence between Deal Maker and Client or Landlord.
- Processes work requests in a timely fashion.
- Provides administrative support as requested.
- Undertakes special projects and tasks as requested.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

- Bachelor’s degree in Real Estate, Marketing, Finance, Business or related field required.
- Superior analytical skills with proficiency in Excel and all Microsoft office applications.
- Ability to read, disseminate and abstract property leases, purchase contracts, title documents, surveys, construction plans important.
- Attention to detail is especially needed.
- Ability to manage time and resources and juggle competing deadlines effectively.
- Strong verbal and written communication skills.
- Highly organized, motivated, energetic and independent with strong interpersonal skills.
- Desire to work and grow in the retail real estate industry is preferred.

ADDITIONAL REQUIREMENTS:

- Must be 21 years of age or older to apply.
- Must comply with all legal or company regulations for working in the industry.

Applications can be submitted to James Stachelek at james@retailregroup.com .

WWW.RETAILREGROUP.COM