

United States Jobs Expertini®

Commercial Real Estate Acquisitions Manager

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Company: Arena Capital

Location: United States

Category: sales-and-related

We are a unique Commercial Real Estate Investment & Development Corporation looking for a dynamic, high energy, self-starter, and ambitious individual who is looking to grow with the company and create a long term career. We are looking for someone hard working, people person, problem solver, results oriented, friendly, self-motivated, organized, wants to make money, is persistent, and determined. Must be a team player and loves the art of negotiation.

We are a fast growing company that provides plenty of opportunities to our team members. We are looking for a person that will be searching for shopping centers to purchase, lease, sell, and manage, from sourcing the properties, underwriting, due diligence, and closing of the deals. This person will also have to interact with property owners, brokers, bankers and doing what it takes to manage multimillion dollar assets. This is a 100% commission based job. Manager will also have the ability to have % ownership on new company acquisitions and they will be involved in acquisition, management, leasing, and disposition of company projects. Manager will also have the opportunity to invest on new company acquisitions. **THE MANAGER WILL HAVE POTENTIAL UPSIDE PARTICIPATION ON NEW COMPANY ACQUISITIONS!!!!!!**

Arena Capital is a unique Commercial Real Estate Investment & Development Corporation looking for a dynamic, high energy, self-starter, and ambitious individual who is looking to grow with the company and create a long-term career. We are seeking an experienced Real Estate Acquisition Manager that will be identifying, analyzing, planning, acquiring, supervising, and disposition of commercial real estate projects, . The manager will work closely with new and prospective clients do to single-tenant, multi-tenant, and apartment development projects. The manager will also

organize and oversee the construction of the projects and ensure they are completed on budget, and in a timely and efficient manner. An excellent Manager must be versed in all construction methodologies and procedures and be able to coordinate a team of professionals of different disciplines to achieve the best results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Research and analyze markets to understand areas of growth, major employers, major transportation projects, heavily trafficked corridors, and retail sub-markets. Identify and analyze real estate opportunities for existing and prospective tenants that meet established criteria. Ability to analyze and confirm the zoning of a property and the permitted uses. Present new opportunities to tenants and clients via presentations, phone, and / or market tours. Work in close partnership with the Ownership to analyze feasibility plans, site plans, draft Letters of Intent (LOIs) and contracts. Oversee the negotiation of purchase contracts and other legal agreements, as required. Collaborate with engineers, architects etc. to determine the specifications of the project, reviewing documents for accuracy and constructability. Receive bids/estimates and negotiate contracts with contractors. Ability to read and interpret plans and specifications, perform plan takeoffs; solicit proposals from suppliers, subcontractors, and consultants; perform comparative analysis of proposals received; then compile all information into a project estimate and detailed proposal. Obtain permits and licenses from appropriate authorities. Maintain all planned construction operations and schedule intermediate phases to ensure milestone dates will be met. Supervise the work of contractors and provide direction, as needed, and review and authorize contractor requests for payments. Conduct routine meetings, evaluate progress, schedules and prepare detailed reports. Prepare detailed approval packages for internal and external investment committees. Develop and maintain company reports, trackers, and databases, as needed. Assist with special projects as requested and performs additional duties as required. Must be self-motivated, disciplined and organized. Must have knowledge of the Florida market. Must be willing to grow with the Company. Ability to work under pressure, in a time sensitive environment. Represent company in project meetings with contractors, architect, engineers, county/city staff, and suppliers.

REQUIRED SKILLS AND QUALIFICATIONS

At least four (4) years of commercial real estate acquisitions experience. Experience with retail real estate acquisitions preferred. Passion for Real Estate. Entrepreneurial, open mindset; self-starter – ability to work well alone and with others. Extremely organized with meticulous attention to detail and follow-through. Accomplished in Scheduling and Estimating is required. Independent decision making, problem solving, critical thinking and analytical

skillsAbility to coordinate numerous projects simultaneouslyMust be willing to travel ~ amount of travel will fluctuate depending on projectsMust be self-motivated, disciplined and organizedMust have knowledge of the Florida marketMust be willing to grow with the CompanyPrevious experience with multifamily or commercial property investmentsMust be proficient in excelAbility to work under pressure, in a time sensitive environment.Passion for Real Estate.Specialized in Shopping Center or Multifamily Management.3 + 5 years of experience in Acquisitions, Sales and Leasing.Bilingual is a plus·

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