



# FIRST MIDWEST GROUP

## JOB DESCRIPTION

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**JOB TITLE:** Commercial Leasing Broker

**FLSA STATUS:** Exempt

**DEPARTMENT:** Leasing

**DATE:** 8.21.2018

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### **POSITION SUMMARY:**

The Commercial Leasing Broker focused on leasing space for approximately XX square feet of commercial properties owned by First Midwest Group. These properties are located throughout Illinois and southern Wisconsin within a two hour maximum drive.

### **SUPERVISION:**

Reports to and works under the general direction of the Director of Finance and Commercial Development. This position does not directly supervise any employees.

### **ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

- 1) Contact prospective clients through cold calling, canvassing, email and various other methods as a means to develop new clientele, solicit new inquiries.
- 2) Contact potential tenants directly and work with outside brokers to lease available space.
- 3) Provide tenants and landlord with pertinent information on leasing availability, current market conditions, and property values.
- 4) Conduct showings and/or property tours at sites and discuss features, leasing rates, and terms.
- 5) Prepare LOI's, draft standard leases and lease addendums and amendments.
- 6) Negotiate for the leasing on behalf of the landlord and be able to provide financial analysis to explain the pros and cons of each potential transaction.
- 7) Learn and maintain knowledge and market conditions, property values, and legislation that affects the real estate industry.
- 8) Collaborate with the Marketing Coordinator to develop appropriate and creative methods to promote our properties and listings.
- 9) Analyze data and prepare proposals to move deals along.

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

To perform this job successfully, the ideal candidate will be an excellent communicator with a professional, polite, friendly, sincere, and sales driven ability. Must be able to quickly build strong customer relationships. Strong ability to effectively motivate, and positively influence others. This position requires the ability to expedite multiple departments while simultaneously addressing tenant needs or desires. Must have

boundless tact and patience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

Broker's license. Bachelor's degree and XX # of years related work experience, or equivalent combination of education and experience.

A thorough background investigation, including personal and professional references and criminal background will be conducted prior to offer of employment. Must be able to successfully pass a pre-employment physical examination and drug/alcohol screen following a conditional offer of employment. A valid state motor vehicle operator's license with a clean driving record is required.

### **Certificates, Licenses, Registrations**

Brokers License.

### **Knowledge, Skills and Abilities**

A candidate for this position should have thorough knowledge of the following:

- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Knowledge of principles and processes for providing customer and personal services in all verbal and written communication.
- Knowledge of administrative and clerical procedures and systems and the organized tracking of all necessary systems and data, including word processing, managing files and records, designing forms, and other office procedures and terminology.
- Working knowledge of all Microsoft applications (Word, Excel, Outlook, and PowerPoint).
- Familiarity with general construction and commercial real estate terminology is a plus.

### **Skill in:**

- Time management skills, with the ability to multi-task and work with an extreme sense of urgency.
- Strong organizational and planning skills.
- Clear written and verbal communication skills.
- Strong attention to detail with a high level of accuracy.
- Actively listen and be able to take the time to understand points being made, ask questions as appropriate and not interrupt at inappropriate times.
- Understand the implications of new information for both current and future problem solving and decision making.

### **And ability to:**

- Work cross functionally with all departments and staff members.
- Prioritize duties and follow directions from multiple managers.
- Communicate and interact professionally and cordially with contractors, vendors, management, and staff.
- Handle sensitive information with confidentiality and discretion.
- Read and comprehend both simple and complex instructions, short correspondence, and memos.
- Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Exhibit strong problem solving and decision-making skills.
- Adapt to fast-paced environments where multi-tasking, attention to detail and accuracy are crucial.
- Comply with internal controls, policies and procedures as they pertain to this position.
- Interact well with both internal and external customers.

- Establish and maintain effective working relationships.
- Maintain a positive attitude and professional demeanor.

**CONTACTS OUTSIDE OF DEPARTMENT:**

This position frequently interacts with customers, vendors, contractors, suppliers, business owners and the general public.

**WORKING CONDITIONS:**

The physical demands described herein are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. An individual in this position is frequently involved in sedentary work, which requires sitting for the majority of the time. This position occasionally walks, stands, stoops, kneels, crouches, crawls and exerts up to 25 pounds of force by lifting, carrying, pushing or pulling objects. The employee is frequently required to see/observe, talk/speak and listen/hear; use their hands to finger, handle, feel or operate objects and equipment; repetitive arm, wrist, hand and eye movements are included. There is frequent twisting, reaching, wrist turning and grasping. The employee may be required to climb or balance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials or tasks.

The employee will spend the majority of the working day inside the construction department, speaking with other employees, vendors or contractors. The working conditions are comfortable. The noise level is generally quiet to moderately noisy.

**TOOLS & EQUIPMENT USED:**

Machinery and equipment including computers, word processing and specialized software, standard office machines including servers, phones, fax machines, printers, copiers and scanners. Other equipment includes telephone, cellular communications equipment and occasionally uses light mechanical equipment.

Computer, including word processing and specialized software. Other equipment includes telephone, cellular communications equipment, camera, light mechanical equipment and job-specific equipment as required by assignment.

**DISCLAIMER:**

*The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*First Midwest Group is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, First Midwest Group will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**REVIEW/APPROVALS:**

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Employee

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Date

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Supervisor

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Date

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Human Resources

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Date