



Job Description

POSITION TITLE: Brokerage Associate

REPORTS TO: Senior Vice President, West Suburban Brokerage

Lincoln Property Company is seeking a highly motivated Brokerage Associate with experience in Commercial Real Estate to join our West Suburban Brokerage team. This individual will provide reliable, timely efficient administrative support, work closely with the Marketing team and manage day-to-day requests and priorities. This position requires a desire for success, strong work ethic and aspirations for career development in real estate. Team based role, requiring interaction with owners, C-Suite executives, and high level corporate real estate decision makers.

DUTIES AND RESPONSIBILITIES:

- Collaborates with the Marketing team to collect and organize accurate property specific and market information for marketing materials and presentations for both Landlord and Tenant clients.
- Prepares request for Proposals (RFP) and reviews RFP responses, generates and tracks team invoices, runs CoStar surveys, and updates leasing reports for Landlord assignments.
- Maintains and manages internal databases with current market research, building stacks, lease and sales comps, and deals in the market to aid in business planning and strategy development.
- Generates new business opportunities through prospecting (cold calls, warm calls, emails, etc.), and canvassing buildings, as well as participating in industry and professional associations.
- Continuously monitors, tracks and reports critical dates from OM's, stacks, prospecting etc.
- Proactively sources and manages exclusive relationships with Landlord and Tenant clients, outside brokers, retailers, etc.
- Coordinates and schedules appointments, on-site & off-site meetings, conference and Zoom calls with prospective Landlord/Tenant clients.
- Coordination of the tour process, including scheduling with required personnel, communication with 3rd party brokers, and preparation of marketing materials.
- Conducts leasing tours as requested.



- Facilitates information requests from brokers and tenants interested in leasing space in the portfolio.
- Participates in Brokerage meetings to update colleagues on new business efforts, market trends, prospect information and market information.
- Performs ad hoc functions and projects as they arise to support the business and revenue generation for the brokerage team.

ASSOCIATE QUALIFICATIONS:

- Bachelor's degree (BA/BS) from four-year college or university
- Real Estate Salesperson license
- 1-2 years of Commercial Real Estate Brokerage experience
- Excellent written and verbal communication skills
- Strong organizational and analytical skills
- Proactive and takes initiative
- Ability to effectively present information
- Requires knowledge of financial terms and principles
- Ability to calculate intermediate figures such as percentages, discounts, and/or commissions
- Be highly proficient in Microsoft Office Suite with knowledge of CoStar, Teams and D365
- Be a self-motivated individual with a strong work ethic and high level of attention to detail
- Ability to work in a fast-paced environment with independent judgement to plan, prioritize and organize workload

BENEFITS

We are pleased to offer comprehensive benefits including medical, dental and vision insurance, flexible spending accounts, company-paid life insurance, short and long-term disability as well as 401k plan with match.

Please CLICK below to submit your resume

HNivaud@LPC.com

Hazel Nivaud, Office Manager