



1675 Broadway, Ste. 2010  
Denver, CO 80202

## **Commercial Real Estate Brokerage Assistant**

<http://www.energyreco.com/>

<http://www.energyreco.com/careers>

**Midland, Texas**

**Job Type: Full-time**

Energy Real Estate Solutions (ERES) is a full service commercial real estate firm focused on helping energy companies and investors to maximize their real estate portfolio. We provide brokerage, development, property management, investment, joint venture, and other real estate advisory services to organizations seeking specialized, knowledgeable support in and around the world's most active energy sites.

To enable our future growth and support existing client service efforts, we are seeking a commercial real estate Brokerage Assistant in our Midland Office.

### **JOB SUMMARY**

This role will provide executive administrative support to the commercial brokerage team and interact with current and potential clients to ensure transactions are managed timely and efficiently with exceptional customer experience. The ideal candidate will be technically savvy, be a strong decision maker with excellent organization skills, have a keen eye for detail, expert written and verbal communication skills and be a self-starter that can work well as an individual or in a team setting.

### **ESSENTIAL JOB DUTIES**

- Provide Administrative Executive support for up to 3-4 Commercial Brokers
- Show properties to prospective tenant and buyers
- Maintain & update listing information on broker properties
- Assist in preparation of transaction related documents (letters of intents, lease proposals, etc.)
- Assist brokers with inputting / designing / maintaining their databases
- Assist with questions regarding listings of commercial properties for sale or lease
- Work with various real estate listing databases, listing services (i.e. CoStar) to research and provide brokers with market survey information
- Coordinate and schedule broker appointments and client entertainment activities
- Assist Marketing with coordination of market data, monitoring progress of real estate transactions, which have been sub-brokered to brokerage firms throughout the country. Assist with the production of presentation and marketing materials for new business assignments
- Prepare co-broker, client prospect and tenant prospect mailings
- Assist with the promotion of closed real estate transactions including tombstone announcements and case studies
- Help manage team social media accounts
- Coordinate events related to brokerage assignments; Client events, Market events/speaking engagements



## **MINIMUM JOB QUALIFICATIONS, KNOWLEDGE & EXPERIENCE**

- Licensed Texas real estate associate a plus
- Any Commercial Brokerage Assistant experience considered
- Previous Executive Assistant experience and/or Office Management
- Strong communication and interpersonal skills
- Able to multi-task and work within deadlines
- Proficient with MS Office including PowerPoint, Word, Excel
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- **PHYSICAL REQUIREMENTS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to sit for long periods of time (7-8 hours a day) and lift a minimum of 25-30 lbs.

## **APPLICATION INSTRUCTIONS**

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to [kate.waggoner@energyreco.com](mailto:kate.waggoner@energyreco.com).

## **EEO STATEMENT**

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.