



Commercial Real Estate - Licensed Brokerage Assistant Williston, North Dakota

Our Williston, ND office is currently seeking a dynamic individual for the role of Commercial Real Estate Brokerage Assistant to provide reliable, timely, efficient support to one of our Broker teams. The position entails working with a team of senior professionals and the individual will require the independent judgment to plan, prioritize, and organize workloads in a fast-paced environment. The successful candidate will be detail oriented with strong organizational skills and a team player attitude. This is a great opportunity for someone looking for a long-term career as a broker in commercial real estate!

Qualified candidates should submit their resume and cover letter to Kate Waggoner at kate.waggoner@energyreco.com.

General Responsibilities:

- Provide support to team in technology applications, i.e., CRM, Outlook, Word, and other company supported programs.
- Prepare and execute expense reports on a regular and timely basis.
- Create and maintain filing system and efficient information retrieval system.
- Schedule appointments and coordinate calendars.
- Perform clerical duties to include photocopying, mailing and scanning documents.
- Produce timely and accurate of documents (reports, memos, proposals, charts, agreements, PowerPoint presentations, etc.)
- Assist other teams, disciplines or business units, when required.
- Prompt and consistent attendance as required by the job.

Marketing/Deal Related Responsibilities:

- Prepare and distribute marketing materials/packages including maps, aerials, team marketing pieces, flyers, and submarket updates, market analyses, etc. in conjunction with marketing department.
- Prepare market surveys, tour books, proposals, summaries, abstracts and other relevant documents as needed in conjunction with marketing department.
- Manage process of distribution, list updates and activity reporting.
- Process and submit leasing deals and proposals.
- Manage the workflow and approval process for leasing deals.
- Produce lease status reports, as needed.
- Assist team with preparing and updating client-specific reports.
- Contact internal and external resources for information used to create surveys and reports used to win/maintain business.
- Assist and participate as needed for industry functions or client events.
- Work with appropriate contact to maintain intranet/extranet sites for client and property purposes.

- It is expected that the assistant will have direct contact with some of the brokers representing prospects and will request updates from them.
- Work with Loopnet/Costar as well as other databases to maintain accurate listing/brokerage information.
- Support brokers in utilizing Outlook and other data entry and maintenance, for the purposes of direct marketing and client relationship development.
- Provide research (prospect, client, etc.) via online, offline and third-party resources and provide industry-related news, as needed, partnering with research department.
- Maintain all landlord agency listing expiration dates and submit renewal letters when appropriate.
- Input and maintain landlord agency and tenant representation deals and accounting documentation in our tracking system.

Requirements:

- Bachelor's Degree or commensurate experience.
- Workplace experience, minimum of 2 years in a role supporting multiple executives simultaneously - real estate background is preferred.
- ADVANCED Microsoft office product knowledge – Excel, Word, PowerPoint, and Outlook.
- Adaptability – demonstrated effectiveness in varying environments, tasks and responsibilities, or with various types of people.
- Planning and Organizing – establish course of action to accomplish goals and evaluates results, develops schedules and task/people assignments, can orchestrate multiple activities at once to accomplish goals, uses resources effectively and efficiently.
- Customer Focus – demonstrated experience meeting the expectations and requirements of external and internal customers, has established and maintained effective relationships with customers, and has gained their trust and respect.
- Dealing with Ambiguity – demonstrated ability to effectively cope with change, can shift gears comfortably, can decide and act without having the total picture, can comfortably handle risk and uncertainty.

Qualified candidates should submit their resume and cover letter to Kate Waggoner at kate.waggoner@energyreco.com. For more information on Energy Real Estate Solutions (ERES) please visit www.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.