

Ostendorf-Morris Corporate Services Senior Associate Job Description:

- Database Training
- Database Auditing
- Client Reporting
- Assisting with /Managing Interns
- Tracking Critical Dates
- Tracking Lease Expirations
- Interface with Client
- Selling the Ostendorf-Morris Brand
- Managing Transactions of < 5,000 SF
- Writing Case Studies
- Creating Various Templates for Senior Staff
- Attendance at CS meetings
- Preparing Agenda's for Client Meetings
- Preparation of Presentations
- Building Financial Models (FV, NPV, Yields/ Cap Rates, ROI)
- Collect Research Reports, Documents, and Data from Research Department
- Understanding of ProLease, Excel, PowerPoint, Word, and Outlook
- Scheduling Conference Calls
- Identifying Partners for Client Demands that are outside of our Traditional Scope of Services (architects, environmental firms, property management, energy savings, tax appeals, etc)
- Obtain a Real Estate License

Candidates should have an interest in international business and foreign affairs. They typically would start out in as an intern at the firm and gain a basic understanding of contracts and corporate accounts through that process.

Any experience living or traveling abroad a plus.

Should also be able to critically review processes, templates, reports, etc., and come up with ideas to improve accounts and client satisfaction.

Will be supervised by Managing Director and Senior Brokers. Typically will make at least a 2 year commitment to this role.