

Real Estate Career Information

Job Categories, Titles, Requirements, Responsibilities, Compensation

(common in the San Francisco Bay Area Region)

Category 1

Pay Range: \$150-200k base salary plus bonus or profit participation

Job Titles:

- Director of Real Estate
- Director of Property Management
- Director of Asset Services
- Director of Property Services
- Regional Director
- Managing Director
- Director of Corporate Real Estate

Experience Range: 15-20 Years

Requirements: A) Real Estate License, B) Education: College Degree or equivalent in business management, economics, accounting, real estate, finance, or liberal arts, and RPA or CPM designation preferred, C) Demonstrated ability to set strategy, lead teams and perform against corporate business plans, D) Proven marketing and business development capability, E) Established network of industry contacts, F) Some travel.

Responsibilities:

- Overall responsibility for operations and P&L of the division
- Establish strategic direction and operating strategy for the division
- Responsible for recruitment and retention of key personnel
- Maintain strong client relations
- Responsible for new business development

Category 2

Pay Range: \$115-150k base salary plus bonus or profit participation

Job Titles:

- Senior Portfolio Manager
- Group Manager
- District Manager
- Regional Manager

Experience Range: 10-15 Years

Requirements: A) Real Estate License, B) Education: College Degree or equivalent in business management, economics, accounting, real estate, finance, or liberal arts, and RPA or CPM designation preferred, C) Proven operational experience and ability to lead a team, D) Strong communication and planning skills, E) Consultative and advisory approach to problem solving, F) Value-added style and overall approach.

Responsibilities:

- Oversee and direct multiple teams of real estate managers and provide support as necessary
- Responsible for investor or client relations for each of the assigned properties
- Provide training and guidance to members of the management and engineering team
- Ensure quality control and client satisfaction with overall team performance

Category 3

Pay Range: \$85-115k base salary plus bonus or profit participation

Job Titles:

- Portfolio Manager
- Senior Real Estate Manager or Senior Property Manager
- General Manager
- Senior Facilities Manager

Experience Range: 7-10 Years

Requirements: A) Real Estate License, B) Education: College Degree or equivalent in general business, economics, accounting, real estate, finance, or liberal arts, C) RPA or CPM designation preferred,

D) Strong oral and written communication and analytical skills, E) Leadership qualities and ability to mentor and guide staff members.

Responsibilities:

- Directly responsible for all property operations including A/R, A/P, rental billing and collections
- Responsible for budgeting, forecasting and reconciling all property income and expenses
- Responsible for staff supervision and support and provide guidance to members of the team
- Ensure adherence to the operating and capital budget and achieve optimum team performance
- Serve as single point of contact for property owner or investor

Category 4

Pay Range: \$70–110k

Job Titles:

- Real Estate or Property Manager
- Property Manager
- Facility Manager

Experience Range: 5 – 8 years

Requirements: A) Real Estate License, B) Education: College Degree or equivalent in general business, economics, accounting, real estate, finance, or liberal arts, C) RPA or CPM designation preferred,

D) Competent in Microsoft Word and Excel; experience with property management software systems preferred.

Responsibilities:

- Overall responsibility for physical and fiscal aspects of the building
- Maintains regular interface with the client to ensure that his/her goals and objectives are met
- Oversees entire management staff/conduct performance reviews/recruit and train as necessary
- Prepares all financial reports, budgets and re-forecasts as required by the client
- Coordinates marketing efforts along with leasing team

Category 5**Pay Range:** \$45-85k**Job Titles:**

- Operations Manager
- Assistant Real Estate Manager
- Assistant Property Manager

Experience Range: Entry level – 5 years

Requirements: A) Education: College Degree or equivalent in general business, economics, accounting, real estate, finance, or liberal arts, B) Prefer at least 3 years working in a professional business environment with strong managerial experience, C) RPA or CPM designation (or in progress) preferred, D) Competent in Microsoft Word and Excel; experience with property management software systems a plus.

Responsibilities:

- Responsible for the day-to-day physical operations of the building
- Provides support to the Property Manager including administration of leases, monthly reporting, annual budget preparation and year end operating expense reconciliations
- Oversees minor tenant improvement projects and vendor performance
- Responsible for the overall direction and management of the fire/life safety program

Category 6**Pay Range:** \$38-50k**Job Titles:**

- Property Management Coordinator
- Property Services Coordinator
- Tenant Administrator
- Tenant Services Coordinator
- Building Services Coordinator
- Property Assistant
- Administrative Assistant

Experience Range: Entry level – 3 years

Requirements: A) Education: Business College or AA degree preferred, B) Minimum of 1 year working in a professional business environment with strong customer service skills, C) Competent in Microsoft Word and Excel; must be able to multi-task in a face paced environment.

Responsibilities:

- Provides support to entire management staff, including tenant requests, greeting visitors and dispatching building engineers
- Conducts regular inspections for certain contracted services
- Prepares contracts and service agreements/collects and maintains insurance certificates
- Reviews and codes invoices/enters POs into property management software system

Category 7

Pay Range: Salary plus bonus and commission, dependent on experience

Job Title: In House leading Professional (Agency Leasing)

Experience Range: 4-7 years

Requirements: A) Education: Undergraduate degree –advanced degree preferred; B) Minimum of 3 years working in a related field (i.e. property management) C) strong analytical skills; D) strong interpersonal skills; E) ability to multi-task

Responsibilities:

- Renew leases or market and lease vacant space in accordance with Owner's financial goals and objectives
- Work with existing or prospective tenants to conclude lease transactions
- Develop leasing/market plans for specific properties
- Negotiate simple to complex Lease transactions
- Comprehend, develop and negotiate construction and design projects that are tied to lease negotiations
- Respond and reach out to the broker community or individuals that bring you potential Tenants
- Attend professional functions and represent your Landlord and its assets in a professional manner
- Negotiate fees and commissions with vendors and brokers

Category 8

Pay Range: Lease Administrator (\$35-45k + bonus), Real Estate/Property/Financial Accountant (\$42-72k + bonus), Financial /Accounting Manager (\$72-85k + bonus), Senior Controller/Controller (\$85-100k + bonus)

Job Titles:

- Controller
- Financial Manager
- Real Estate Accountant
- Property Accountant
- Staff Accountant
- Lease Administrator

Experience Range: 3- 5 years

Requirements: Bachelor's Degree from four-year University required or related experience – LA, RA, PA, FA; Bachelor's Degree from four-year University required – All other positions; MBA or CPA preferred – SC,C

Responsibilities:

- Manages the planning, organization, and staffing of multiple accounting teams (SC,C Only)
- Overseeing the accounting and financial reporting for national accounts. (SC,C FM, AM)
- Continuously evaluate departmental processes to ensure maximum efficiencies, conformity to internal policies and procedures as well as supporting internal controls.(SC,C FM, AM)
- Manage the work activities of an accounting team.(SC,C FM, AM Only)
- Oversee and develop accounting staff as well as reporting requirements for a portfolio of properties. (FM, AM, RA)
- Be responsible for accounting and reporting for a portfolio of properties. (FA,PA, RA)
- Prepare all aspects of the financial statement package, including creating and posting journal entries, general ledger review and completion of back up schedules. (REA, PA, RA)
- Review, interpret and abstract commercial tenant leases to ensure proper understanding of critical lease terms and accurate rental billing. (LA)

Category 9

Pay Range: \$70 – 125k

Job Titles:

- Construction Manager
- Project Manager

Experience Range: CM – 5 to 7 years. PM – 3-5 years

Requirements: College degree or related experience

Responsibilities:

- Monitor all aspect of the design and construction of capital and tenant improvement projects
- Responsible for planning, developing and tracking of project budgets including oversight of bidding, entering into contracts/commitments and payments to vendors
- Coordinate with building engineers and/or outside engineering firms the impact the project may have on the building and building systems
- Obtain close out documentation including all "as built" plans, manuals and warranties

Category 10

Pay Range: Union - Pay Scale per collective bargaining agreement

Non-Union – \$15 to \$40 per hour

Job Titles:

- Chief Engineer
- Assistant Chief Engineer
- Journeyman Engineer

- Apprentice Engineer
- Utility Engineer
- Maintenance Technician

Requirements & Experience Range: 1 to 3 years of related work experience for Utility Engineer and Maintenance Technician. Apprentice requires 3 to 5 years of related work experience and acceptance in the apprenticeship program. 5 to 7 years of work experience required for Journeyman, Assistant Chief and Chief Engineer.

Responsibilities:

- Responsible for the operations and maintenance of the physical plant
- Responsible for administration of staff and/or contract services
- Coordination and follow through on tenant service requests
- Involved with financial budgeting as it relates to physical plant operating expenses, utilities and capital improvements/replacements for base building systems
- Participate/coordinate in emergency and fire life safety response plans

Category 11

Pay Range: \$80-95k plus Incentive Bonus

Job Title: IT Administrator

Experience Range: 5+ years experience as a Help Desk/Support Technician. 2+ years in a managerial role

Requirements:

- BS in Computer Science or equivalent
- Microsoft MCSE or equivalent
- Cisco CCNA a plus
- Experience installing, managing and troubleshooting:
 - MS Windows and Vista O/S (5 years)
 - Microsoft Office and other MS Business software packages (5 years)
 - Server Platforms – Microsoft Server (2000, 2003 or Linux (3+ years)
 - MS Exchange (1 year)
 - Active Directory (3 years)
 - McAfee and/or Norton Virus and Security Packages (1 year)
 - Citrix (experience a plus)
 - VMware (experience a plus)
 - PC and Apple desktop and laptop workstations (5+ years)
 - Network and local printers (3 years)
 - Multifunction Printer/Scanner/Copiers (experience a plus)
 - Blackberries and other mobile devices (3 years)
 - Small and Large scale servers (3 years)
 - VoIP phones systems (1 year)
 - TCP/IP (3years)
 - Cisco Networking (1 year)
- Strong analytical and diagnostics skills in a multi-tasking priority environment

- Excellent customer service attitude, self-motivation and strong desire to solve problems
- Demonstrated outstanding verbal and written communication skills
- Proven ability to work well independently as well as in a team-based, cross-functional environment

Responsibilities:

- Manages all aspects of the technology used in daily building operations
- May include running a help desk for users at various buildings as well as hardware, software and network purchasing, implementation, troubleshooting, and monitoring
- Manages Information Technology (IT) in accordance with organizational policies and goals
- Provides the initial point of contact for all client issues related to IT, including: all computer hardware, network hardware, the desktop operating system, Microsoft, Apple and other software/applications, and the property networks
- Resolves issues where possible and coordinates the resolution of more complex problems with other IT specialists and outside vendors