

JOB DETAILS

Job Title	Location
Transaction Manager	Dubai, UAE
Department	Direct Reports
Advisory & Transaction	None
Reports to	Date Prepared
TBC	July 2021

JOB SUMMARY

Provides ongoing management of real estate transaction activities for a defined portfolio of properties on behalf of our corporate client. Prepares, recommends, and implements a portfolio-wide transaction strategy for acquiring and disposing of real estate. Coordinates field resources and other stakeholders in the execution of lease renewals, new site acquisitions, disposition of surplus space through subleasing, sale renewals, early lease termination, and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Tasks

- Implements real estate plans with an understanding of the client's strategic real estate goals.
- Assists with project initiation and scope definition, prioritisation of assignments, and adherence to client-driven priorities, commitments, and milestones.
- Concurrently acts as landlord/seller agent and tenant/buyer agent and effectively negotiates the business terms and conditions for a wide variety of commercial real estate products, including land, office, retail and industrial.
- Coordinates field broker selection and other required resources, subject matter experts, and business partners.
- If necessary, facilitates client review and approval of proposed team resources for the purpose of transaction execution.
- Drafts and creates a large variety of analyses and relevant documents, including but not limited to: project initiation, market comparable reports, Requests for Proposals (RFPs), proposal comparison packages, letters of intent, and broker's opinions of value.
- Coordinates the negotiation of sales through a field broker.
- Negotiates leases and lease amendments. Monitors lease expirations.
- Negotiates lease renewals within prescribed timeline.
- Locates and acquires new properties to meet client's requirements and timeline.
- Disposes of surplus properties within prescribed timeline.
- Understands how to review, analyse, and interpret financial analysis templates including book and cash flow projections, NPV (net present value), and/or IRR (internal rate of return) financial analyses to enable clients to make more informed decisions.
- Works closely with CBRE and/or client's Lease Administration, Project Management, Facility Management, and Finance/Accounting teams to ensure integration between the service lines.
- Closely tracks all transaction activity (commissionable and non-commissionable), prepares commission forecasts and vouchers, and accounts for all savings results achieved on behalf of clients.
- Monitors and maintains a real estate project tracking system to ensure timely transaction completion.
- Prepares reports and makes presentations to relevant parties.
- Adheres to all state real estate agency requirements.
- Ensures compliance with CBRE's corporate policies as they relate to identifying and mitigating potential conflicts of interest.
- Resolves landlord and tenant disputes.
- Performs other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

Communication Skills

- Excellent written and verbal communication skills.
- Strong organisational and analytical skills.
- Ability to provide efficient, timely, reliable and courteous service to customers.
- Ability to effectively present information.

OTHER DUTIES AND RESPONSIBILITIES Cont.

Financial Knowledge

- Requires advanced knowledge of financial terms and principles.
- Conducts advanced financial analysis.

Reasoning Ability

- Ability to comprehend, analyse, and interpret complex documents.
- Ability to solve problems involving several options in situations.
- Requires advanced analytical and quantitative skills.

Other Skills and Abilities

- Advanced computer software application (Microsoft Excel, Word, PowerPoint, Outlook, etc.) and Internet navigational skills.
- Strong interpersonal and organisational skills with ability to manage multiple projects simultaneously.

Commitment to Values

Demonstrated ability to adhere to an organisational set of core values and act in line with those values. Our CBRE R.I.S.E. values:

RESPECT – Treat everyone with dignity, value their contributions, and help one another succeed.

INTEGRITY – Uphold the highest ethical standards in our business practices.

SERVICE – Dedicate ourselves to making a meaningful impact with our clients and in our communities.

EXCELLENCE – Aspire to be the best in everything we do and drive for continuous improvement.

RESPONSIBILITY

Supervisory Responsibility

- No formal supervisory responsibilities in this position.
- Provides assistance and oversight such as technical guidance, and/or training to coworkers.
- May lead project teams and/or plan, and supervise assignments of lower level employees.

Scope of Responsibility

- Decisions made with thorough understanding of procedures, company policies, and business practices to achieve general results and deadlines.
- Responsible for setting work unit and/or project deadlines.
- Errors in judgment may cause significant impact to client, co-workers, and supervisor.

EXPERIENCE AND QUALIFICATIONS

Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Education and Experience	Bachelor's degree from four-year college or university and a minimum of four to six years of related experience and/or training.
Certificates and/or Licenses	RICS certification and RERA brokerage license
Languages	Fluency in English, verbal and written. Arabic and other languages are advantageous.
Professional Certification/Licenses	UAE Driver's license