



TRANSACTION MANAGER – COMMERCIAL REAL ESTATE PORTFOLIOS

ERES COMPANIES

Sarasota, FL

A note to our potential applicants – we value your time!

- *Please do not apply if you are not located near Sarasota, FL. This is an in-office position.*
- *Please do not apply if you do not have specific experience detailed on your resume demonstrating experience with commercial real estate transactions, research, or analysis.*

COMPANY OVERVIEW

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost-effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$3 billion in real estate value, and manage over 8,000 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have nine domestic and international office locations in Sarasota, FL (headquarters), Denver, CO, Grand Junction, CO, Williston, ND, Bozeman, MT, Fort Worth, TX, Midland, TX, New York, NY, and Neuquén, Argentina.

ABOUT ERES CAPITAL

ERES Capital is a full-service real estate investment and development platform operating both domestically and internationally. Our core focus is on fast-growing secondary and tertiary markets where we seek unique, off-market opportunities across hospitality, healthcare, industrial and education verticals. We pride ourselves in identifying hard to find, off market deals that fit our investment criteria and can garner above average, risk-adjusted returns across market cycles. Such opportunities could include special situations, value-add, or even ground-up developments with unique market characteristics. The ERES Capital team approaches each project with a tailored methodology that reflects the distinctive character of the asset, its location, the target audience, the estimated project timeline and the investor's financial goals.

THE OPPORTUNITY

Job Summary

We are currently seeking a dynamic individual for the role of a Commercial Real Estate Transaction Manager/Analyst to provide reliable, timely, efficient transaction support to our Broker Services Group. The position entails working with a team of producers and the individual will require independent judgment to plan, prioritize, and organize workloads in a fast-paced environment. The successful candidate will be highly detail-oriented with strong organizational skills and a team player attitude.

Essential Analytical Job Responsibilities

- Perform periodic real estate portfolio evaluations, and monitor with producers and management to encourage timely and beneficial real estate management decisions, including disposition through the sales process for selected properties as identified by company policy.
- Maintain accurate current deal financial information within the CRM that is rolled up into the team's deal pipeline and provided to leadership.
- Assist in discussions and analysis to guide the group's real estate activities to ensure effective and fiscally prudent decisions and execution.
- Conduct market research and highest and best-use evaluations. Acquire knowledge of each market including current and future trends in demographics, job growth, economic drivers, current and forecasted product supply, as well as any additional market drivers to support effective end-use planning.
- Work with business units to align real estate activities with the company's core operations.
- Work with business units to develop and implement business plans for each asset, considering the full asset lifecycle to maximize residual value.
- Determine proper accounting treatment for all real estate investment ventures to ensure accurate accounting and compliance.
- Advise management on the accounting and financial implications of real estate activities to support sound decision-making.

Essential Transaction Management Job Responsibilities

- Manages all online listing and deal files in compliance with Real Estate regulations and facilitates the transfer of financial information to Accounting. Work with accounting to obtain invoices and actively ensure the commissions due to ERES are collected in a timely manner.
- Responsible for creating and delivering Listing Activity Reports to clients as well as installing processes/procedures for regular meaningful client outreach.
- Complete scope of tenant/buyer rep surveys from soup to nuts (i.e. search for property on LoopNet/costar/local broker sites, create professional surveys using ERES template)
- Work with Brokers on developing and delivering Broker Opinions of Value (BOVs) / Broker Price Opinions (BPOs)
- Assist brokers in abstracting and preparing real estate contract for purchase as well as leases.
- Assists in obtaining appropriate signatures/approvals and transferring all financial information to Accounting for further processing.
- Creates deal files and verifies required documents per ERES's policies and Real Estate guidelines by completing the Deal File Checklist.

- Process and submit leasing deals and proposals. Assist teams with preparing and updating client-specific reports. Assist teams in creating site search surveys and reports used to win/maintain business.
- Works with marketing in preparing and distributing marketing materials/packages including maps, aerials, team marketing pieces, flyers, submarket updates, market analyses, presentations, etc.
- Assist marketing in preparing market surveys, tour books, proposals, summaries, abstracts, and other relevant documents as needed in conjunction with the marketing department. Develop full-scale marketing packages for client real estate properties including collateral development and promotion.
- Respond to client RFPs, leveraging the ERES voice and brand guidelines to develop world-class proposal documents.

Position Requirements: Skills & Experiences

- Bachelor's Degree required.
- 3-5+ years' experience in related positions
- Ability to manage complex commercial real estate transactions from initial negotiations to close.
- Ability to evaluate and manage commercial real estate leases.
- Excellent spreadsheet skills and ability to build and manipulate complex Real Estate related financial models using Microsoft Excel
- Strong ability to work in Microsoft PowerPoint and BuildOut utilized to create marketing materials.
- Strong attention to detail.
- Ability to understand Real Estate Contracts.
- Proven strategic, analytical, and financial analysis skills.
- Strong computer skills (Microsoft Office)
- Ability to maintain accurate records within a CRM such as HubSpot.
- Ability to work independently and properly manage/prioritize resources and projects.
- Superior analytical and problem-solving skills, with demonstrated ability to provide creative solutions to real-time challenges.
- Ability to work in a high production environment and respond quickly and effectively under pressure and deadlines.
- Team player, with strong leadership skills
- Excellent consultative and communication skills (written & oral) and ability to interface effectively with all internal and external stakeholders and effectively disseminate information.
- Internally motivated to seek out answers, generate ideas, and develop new skills.

EEO STATEMENT

ERES is an equal-opportunity employer and is committed to developing and maintaining a diverse workforce. ERES 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.

SUBMISSION

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to Jayde Bonnell at jayde.bonnell@erescompanies.com.