

## **JOB DESCRIPTION**

### **Associate | Investment Sales**

#### **Company Overview:**

Headquartered in Bryan/College Station, Texas with offices in Houston, San Antonio, and coming soon to Fort Worth, Oldham Goodwin Group, LLC, is a fully integrated commercial real estate firm offering comprehensive brokerage, development, management and advisory services throughout the state, specializing in retail, office, industrial, land, multifamily and hotel property types.

#### **Position Overview:**

The Investment Sales Associate is responsible for carrying out the day-to-day functions and business associated with Oldham Goodwin's existing platform for investment brokerage of retail, office, industrial, and specialized property types. Those responsibilities will include prospecting and new business development, but the position also benefits from a sizeable book of existing business and referrals that are driven by Oldham Goodwin's current client base and sphere of influence. The Investment Sales Associate must be a self-motivated team member willing to work in a close-knit and fast paced environment that promotes the exchange of information between themselves and other members of the Brokerage Division. The Investment Sales Associate will provide the highest level of service for the firm's existing and prospective clients in accordance with Oldham Goodwin's standards. The Investment Sales Associate will be expected to stay current with trends in today's market in order to solicit property owners and potential clients for retail, office, industrial, and specialty property type investment brokerage services. The Investment Sales Associate must have a current Texas Real Estate Salesperson or Brokerage license.

#### **Responsibilities include, but not limited to:**

- Represent investors in the acquisition and disposition of retail, office, single tenant net leased, and other investment property types in the Houston MSA and occasionally in other markets in Texas.
- Manage, market, and transact business on behalf of Oldham Goodwin's retail, office, and single tenant net leased, and other property type investment clients.
- Prospect for and locate potential investment opportunities for current and prospective clients.
- Maintain and continue to develop a database of retail, office, single tenant net leased, and specialized property owners and investors that generates a qualified and sustainable number of referrals and leads to produce income for the Investment Sales Associate, Team and Company.
- Draft transaction forms including, but not limited to: letters of intent (LOI's), commission agreements, buyer representation agreements, co-broker agreements, referral agreements, listing agreements and other related brokerage documents.
- Prospect for and negotiate exclusive listing agreements with property owners, landlords, and other brokers (co-broker agreements).
- Interface with clients and prospects to successfully define the parameters, transaction terms, and limitations surrounding a possible sale, listing and related agreements.

- Participate in contract negotiation and due diligence efforts in commercial investment sales transactions.
- Provide existing and prospective clients with current industry and market specific information as it relates to their business and investments.
- Marketing (with the assistance of the marketing team) of each property and ensure accurate and timely updates are made to all collateral, websites, and marketing venues.
- Work with team members to draft various types of brokerage service proposals for potential clients.
- Draft Broker Price Opinion reports for lending institutions.
- Willingness to be involved in community functions, committees and actively network with local business owners and prospective landlords and tenants.
- Attend bi-weekly market staff meetings to discuss prospects, properties and share ideas with brokerage members.
- Attend weekly Investment Sales Team conference call to discuss sales pipeline, listings, buyers, and other lines of business.
- Compile and present monthly activity reports for assigned listings to property owners.
- Ensure that a highest quality of communication is performed with tenants, landlords and clients through monthly emails, phone calls, and hard copy deliverables.

**Qualifications:**

- BA or BS from a four-year college or university preferred.
- Texas Real Estate Salesperson or Broker's License required.
- Must have strong written and verbal communication skills.
- Must have strong analytical and quantitative skills.
- One (1) to two (2) years comprehensive experience in commercial real estate or related field sufficient to perform the essential functions of the job is required.