

Bespoke Commercial Real Estate – Job Description

Bespoke is a boutique commercial real estate firm looking for the right person to join our team. We put the needs of our clients first, for example, we only represent tenants to avoid a conflict of interest- while maintaining our fiduciary responsibility to each of them. Our loyalty is solely focused on executing distinct real estate strategies on behalf of our clients, and to negotiate with their best interests in mind. In addition, we listen. We want to understand our clients' business today and what the business will look like well into the future.

The fit is everything so you better understand your client!

Below is what it takes to be successful at our firm. You will be held accountable to build your own business while executing on the below tasks:

- Geographically tour and learn your respective market, building by building.
- Develop an outreach cadence, (cold calls, emails, letters, etc.) with the intent to set new meetings and convert them into meaningful business opportunities.
- Prepare clients with specific market information related to your industry to demonstrate how they can best execute on their real estate strategy.
- Work with executive leadership to develop and create transactional documents, such as: Letters of Intent (LOIs) and Requests for Proposal (RFPs), among others.
- Network to build your relationships in the commercial real estate industry, including, but not limited to: attorneys, bankers, developers, other brokers, etc.
- Interact with other real estate personnel to attain pertinent information and share knowledgeable information with your clients.
- Consistently update the Client Relationship Management (CRM), Zoho database with tasks to remain organized and keep team members up-to-date.
- Participate in monthly company meetings to provide updates regarding goals.
- Coordinate, schedule, and attend tours with your clients, and other brokers.

We are looking for a Business Development Representative who has an internal constitution of putting other's interests first (customer service #1). The ideal candidate loves the challenge of connecting with new people, where you strive to become a trusted advisor for his/her clients. In addition, we're looking for a person who is driven to continuously improving his/her skills.

Your growth will be in all aspects of business, not just real estate. Interacting directly with executive leadership, you will be exposed to intimate mentorship opportunities that are not available at firms with larger structures.

Day-to-day operations are going to look very different each day at Bespoke. There is a very steep learning curve to achieve success in this role, but once this is discovered, the earnings potential outpaces our competition within the industry.

If you're the person we're looking for, send your resume to peter@bespokecre.com.