

## **Job Description**

**Job Opportunity:** Commercial Real Estate Broker Trainee Program (multiple locations)

**Status:** Exempt & Full-time

**Reports to:** Office Administrator & Local Research Manager

Savills Studley is the leading commercial real estate services firm specializing in tenant representation. Founded in 1954, the firm pioneered the conflict-free business model of representing only tenants in their commercial real estate transactions. Today, supported by high quality market research and in-depth analysis, Savills Studley provides strategic real estate solutions to organizations across all industries. The firm's comprehensive commercial real estate platform includes brokerage, project management, capital markets, consulting and corporate services. With 29 offices in the U.S. and a heritage of innovation, Savills Studley is well known for tenacious client advocacy and exceptional service.

The firm is part of London-headquartered Savills plc, the premier global real estate service provider with over 32,000 professionals and over 250 locations around the world. Savills plc is listed on the London Stock Exchange (SVS.L).

For more information, please visit [www.savills-studley.com](http://www.savills-studley.com) and follow us on Twitter @SavillsStudley and LinkedIn.

Savills Studley is recruiting best in class individuals for our **Commercial Real Estate Broker Trainee Program**. The training program provides opportunity for individuals to obtain industry experience working in a research, sales and support role while preparing and training to become a commercial real estate broker. Many of our most successful professionals launched their careers as broker trainees. Upon successful completion of the 18 month training period, the trainee will transition to a commission sales professional role. If you feel you possess the ambition, entrepreneurial spirit, skill and drive to excel in the world of top tiered business then we invite you to apply.

### **Essential duties and responsibilities:**

The successful candidate will be invited and challenged to assist the sales teams in all aspects of their business, but with a specific focus on research. The responsibilities include, but are not limited to:

#### **Research**

- Learning and understanding the local area's commercial real estate market as it pertains to supply and demand factors.
- Preparing quarterly statistics highlighting the changes in the local area's office and industrial leasing markets.
- Database input, maintenance and extraction. Being able to access our repository of information, extract the information and present it in a manner that is professional and easily followed.
- Assist in constructing and delivering presentations to be given to the tenant community.

#### **Sales Training:**

- Participation in training activities
- Work with brokerage teams to prepare pitch materials

**Experience/Education/Qualifications:**

- BA or BS Degree in business, marketing or related field
- Minimum 2 years of sales experience
- Accomplished with Microsoft Office Suite, Internet research, and various other types of analytical and presentation software
- Ability to learn new computer programs easily
- Strong mathematical and analytical skills
- Excellent relationship building and interpersonal skills including written, verbal and presentation delivery
- Ability to interact well with clients and peers
- Enthusiastic, motivated and self-confident
- Strong personal initiative and desire to succeed in a demanding, fast-paced entrepreneurial environment
- Consistently demonstrate a high level of performance and professionalism
- Self-starter able to work independently
- Ability to multi-task and meet deadlines
- Work well individually and in a collaborative team environment
- Willingness to help others as needed
- Real Estate License required (may be obtained after employment)

Savills Studley values a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, veteran status, or any other protected characteristic. All qualified applicants, including minorities and women, are encouraged to apply.

Savills Studley participates in the E-Verify program