

## Career Opportunities at Cresa Nashville

<b>Position:</b>	Business Manager
<b>Start Date:</b>	Immediately
<b>Location:</b>	Brentwood, Tennessee
<b>Hours of Operation:</b>	8.30am–5.30pm M–F
<b>Compensation:</b>	Commensurate with experience

### Position Overview

Cresa, one of the fastest growing tenant representation firms in the United States, is seeking to hire a self-motivated Business Manager in its **Nashville, Tennessee** office.

### Operating Environment

The position is supervised by the Managing Principal. The responsibility of this position is managing specialized work efficiently, with confidence and competence.

The position requires above average attention to details, concern for the exact correctness of work, and strong commitment to task completed on time. The person in this position will take work seriously, has a strong sense of duty, and is disciplined. A somewhat faster-than-average pace will be the norm for this position. Detailed, specialized work is the major focus. The position will generally be task oriented, requiring someone with a conservative, careful, and cautious approach to work.

### Major Accountabilities and Key Measurements

#### Administrative

- Answer & transfer incoming phone calls
- Greet guests
- Monitor and place supply orders including office supplies, printer cartridges, postage, business cards, Cresa marketing collateral, etc.
- Assist Advisors with General Correspondence such as: Requests for Proposals, Letters of Understanding, Letters of Intent, Letters of Recommendation (customer testimonials), holiday mailings
- Establish and foster relationships with other Cresa employees & advisors, landlords, clients, etc.
- Make follow-up phone calls & request data on behalf of Advisor
- Other general clerical duties as required

#### Accounting

- Create & send invoices
- Receive, deposit & pay commissions
- Pay all invoices with Managing Principal's approval
- Create monthly financial reports for Managing Principal's approval
- Maintain Completed Transactions List annually
- Maintain W-9 files for year-end 1099 & 1096 reporting

## **Legal**

Assist advisors with:

- Representation Agreements
- Commissions Agreements
- Leases/Subleases and/or Amendments; create Lease Summaries
- Create Transaction Summaries in accordance to TREC
- Monitor all TREC & OREC licensing for each Advisor
- Maintain proof of E&O insurance for each Advisor
- Maintain proof of Certificate of Liability Insurance
- Maintain proof of auto insurance for each Advisor

## **Marketing**

- Create sublease flyers, statements of qualifications, tour books & other presentations as required using MS Publisher, PowerPoint, Word or CorelDraw
- Create & send e-mail blasts using Constant Contact
- Create deal announcements using MS Publisher and ExpressCopy.com
- Update CoStar, Xceligent & LoopNet as instructed for subleases
- Assist with special events
- Schedule tours with outside brokers and prepare itineraries
- Update Advisor resumes
- Input data and update ACT! as required

## **Personnel**

- Assist Managing Principal with recruiting and hiring of advisors

## **Research / Analysis**

- Assist with compiling market data quarterly
- Research and create market surveys for various prospects and clients

## **Qualifications and Requirements:**

- Appropriate Tennessee real estate licensing helpful
- Must have advanced knowledge of the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher)
- Must have basic knowledge Lotus Notes
- Must have basic knowledge of graphics (CorelDraw and/or InDesign)
- Must have intermediate knowledge of ACT!/Sage CRM database
- Must have intermediate knowledge of QuickBooks
- Basic knowledge of tech support is desirable
- Being a State of Tennessee Notary is desirable

## **Education Requirements:**

- Minimum high school diploma
- College degree desirable
- Real estate experience preferred

## **Company Profile**

Cresa is an international corporate real estate advisory firm that exclusively represents tenants and specializes in the delivery of fully integrated real estate services, including: Transaction Management, Project Management, Strategic Planning, Workforce and Location Planning, Subleases and Dispositions, Portfolio / Lease Administration, Capital Markets, Sustainability, Industrial / Supply Chain and Facilities Management. With more than 55 offices, Cresa is the largest tenant representation firm in North America. Through its alliance with Savills, one of the world's largest commercial real estate services firms, Cresa covers more than 255 locations in 40 countries.

Please submit resumes to Tim Stowell, Managing Principal.

[tstowell@cresa.com](mailto:tstowell@cresa.com)

Cresa Nashville

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