



**Job Title:** Broker

**Job Location:** CityPlat HQ in Raleigh, NC

**Job Classification:** Full-time

**Company Description:** We are CityPlat. We're a professional services firm specializing in commercial real estate brokerage, development, and acquisition. We help real estate owners, occupiers, developers and investors achieve their business ambitions. Our primary focus market is Raleigh-Durham including RTP, Chapel Hill, and additional parts of Eastern North Carolina.

**Core Values:** An ambitious team, our portfolio provides a unique opportunity for you to work with the region's leading business partners. Establishing long-lasting professional connections and providing expertise in client services is key to our success. Together, we put intention into action on landmark projects and game-changing real estate initiatives. Do you have what it takes to join us?

*Commitment to Growth*

*Passion For Real Estate*

*Authentic Camaraderie*

*Tenacious Persistence*

*Humble Confidence*

**Job Summary:** The Broker performs a variety of responsibilities primarily related to client opportunities, developing and sustaining trusted industry relationships, creating and maintaining detailed real estate documents requiring high levels of accuracy, leading daily client transactions to include: research and preparation, touring, presentations, brochures, follow-up materials and so on. Additionally assisting in updating project statistics, databases, analytics and market research, executing reports. This handling includes back stage and front stage activities.

**Requirements:**

- 4 Year degree from accredited college or equivalent job related experience.
- Active NC Real Estate License.
- Successful history and existing solid relationship with tenants and landlords.
- Exceptionally strong communication skills, demonstrated in both writing and conversation.
- Ability to perform financial analyses with minimal supervision.
- Ability to prioritize multiple projects and tasks.
- Strong time management skills, ensuring all clients receive timely attention.
- Advanced understanding of G Suite.
- Proficiency in the Microsoft Office Suite including Word and Excel.
- CRM (Customer Relationship Management) / PipeDrive experience.
- Highly proactive self-starter with ability to sell and work with people.
- Team-oriented, willing to work with a diverse set of service lines and colleagues.
- Willingness to work extended hours as necessary to achieve sales goals.
- Professional, engaging attitude with a flexible nature and a passion for problem-solving.
- Strong entrepreneurial desire to learn and grow in a small, fast-growing firm.

**General Responsibilities:**

- Participate in cold-calling program with the brokerage team; convert calls to meetings and new business wins.
- Participate in client meetings and new business presentations, as required.
- Participate in property tours creating an engaging experience with prospects, as required.
- Contact and meet regularly with industry professionals including developers, appraisers, landlords and brokers.
- Work with senior brokers to develop follow-up materials for clients (e.g., lease comparisons, market overviews, prospect or client presentations, coordinate information with other departments and brokers as needed).
- Provide clients with industry and market specific information as it relates to their business.
- Gather research information and complete market surveys, including building information, maps and pictures, CoStar data.
- Process deal file paperwork; gather and label required documents; obtain necessary approvals.
- Prepare documents including Request for Proposals, Letters of Intent, customer and prospect correspondence, reports, account invoices, etc. with direction from brokers and/or knowledge of company policies, procedures and best practices
- Manage and maintain building information database
- Maintain and update client/prospect databases
- Work with senior brokers on creating and editing business proposals, property summary books and presentations for prospect / client meetings.
- Support innovation through technology.
- Contribute to designated local market research requests- market snapshots, market overviews, quarterly market decks, topic specific research to support pitches and brokerage opportunities.
- Participate in Brokerage Team meetings and weekly sales meetings to update colleagues on leasing activity, market information, new business generating efforts, prospects and market knowledge and trends.

**To apply, please send a cover letter and your resume to [info@cityplat.com](mailto:info@cityplat.com)**