

Position: Experienced Commercial Real Estate Professional

Status: Full-time

Description:

Grant Street Associates, Inc., a full-service commercial real estate firm headquartered in downtown Pittsburgh, is presently looking to strengthen our Leasing and Brokerage team in the areas of office, industrial and investment sales.

An independently owned and operated member of the Cushman & Wakefield Alliance, Grant Street Associates was formed in 1993 with the objective of providing unsurpassed service within the field of commercial real estate. The core capabilities of the firm include owner/landlord representation, tenant representation and buyer/seller representation. Through its partnership with Cushman & Wakefield, Grant Street Associates has expanded its service platform to include strategic business consulting and global supply-chain solutions.

Grant Street Associates, Inc. is a five-time recipient of the *Pittsburgh Business Times*' Best Places to Work in Western PA.

Our company is seeking a well-rounded, self-motivated commercial real estate professional to join our Pittsburgh team.

Responsibilities:

Landlord/Building Owner Representation:

The successful candidate will report to the principals of the firm and will be expected to perform the following duties regularly:

- Serve as a key member of the leasing process for several of our agency leasing assignments
- Maintain an accurate and in-depth knowledge of all aspects of the properties to include all vacancies, small tenancy, major tenants and lease expirations
- Market and show vacant space to members of the brokerage community and prospective tenants
- Cold-call potential tenants and brokers
- Communicate the features and benefits of the properties to brokers and prospects directly
- Work with research and marketing department to prepare market summaries and evaluations for reporting to the client
- Display an overall professional appearance and attitude

Tenant Representation:

- Cold-Call and Network to identify tenant representation prospects
- Prepare location and situation analyses to determine business needs
- Conduct market surveys
- Identify alternative sites and perform qualification selection
- Negotiate lease terms and follow-through with space planning/build-out
- Assist client in executing lease transaction and work with finance and marketing to properly invoice and announce the completed transaction

Requirements:

- Bachelor's degree
- Three (3) or more years of experience in commercial real estate industry or sales experience
- Pennsylvania Real Estate Salesperson License preferred
- Strong communication skills

- Ability to successfully work in a team environment
- Highly motivated self-starter capable of successfully maneuvering within both corporate and entrepreneurial environments
- Strong work ethic and ability to work in a fast-paced environment
- Persuasive presentation and negotiation skills a plus
- Ability to read and understand commercial lease documents
- Demonstrated experience working with Microsoft Office, i.e. Word, Excel, PowerPoint and Outlook

Benefits:

Grant Street Associates, Inc. is prepared to offer a competitive compensation package, including an exciting opportunity to grow and develop in a well-capitalized entrepreneurial environment with commission, medical coverage, 401K program and a focus on work-life balance.

Contact:

Qualified and interested parties should send a cover letter and resume, via email to tgoetz@gsa-cw.com, or by standard mail to:

Timothy R. Goetz
President
Grant Street Associates, Inc.
The Grant Building
310 Grant Street, Suite 1550
Pittsburgh, PA 15219

For more information about Grant Street Associates, Inc., please visit our website at www.gsa-cw.com.