

Job Title **BROKERAGE ASSOCIATE**
Location Dallas, Texas
Status Full-Time

W H I T E B  X
REAL ESTATE

DESCRIPTION

Whitebox Real Estate is a tenant focused real estate advisory and development firm that specializes in offering clients a custom-tailored approach to real estate. We pride ourselves on guiding clients through the entire real estate process to include strategic evaluation, lease negotiation, and construction. We are seeking passionate, driven individuals that are looking for an opportunity to work in a positive, collaborative real estate environment. We offer excellent training and mentorship to empower our team with the tools to be successful in real estate brokerage.

DUTIES

- Identify and secure new and expanded business opportunities through prospecting, networking, relationship building
- Coordinate and conduct on-site tours of properties with clients or prospects
- Execute transactions by coordinating resources and materials, including listing/commission agreements, leases, proposals and sales agreements
- Maintain records of correspondence, complete marketing update reports and client activity reports
- Compile property specific data for clients, such as tenant surveys, summary reports, maps, status updates, and presentations for tenant representative assignments
- Attend various client-related events, meetings and presentations
- Input and organize data in Salesforce
- Focus and Specialize to become the expert in a market- maintain knowledge of market conditions, property values and legislation that may affect market
- Assist on corporate accounts
- Assist in business development
- Other duties may be assigned

QUALIFICATIONS

- Texas Real Estate License (Required)
- Previous real estate experience (Preferred)
- BBA/BA/BS
- Prefer GPA of 3.0 or higher
- Must have excellent written and verbal communication, organizational, and interpersonal skills
- Proficiency in MS Word, Excel, Adobe

BENEFITS

- Comprehensive benefits package including- Medical, Dental, and Vision
- Competitive 401k retirement package
- Paid time-off

To apply, please submit resume to:

Whitebox Real Estate, LLC
400 S. Record Street, Suite 825
Dallas, Texas 75202
contact@whiteboxrealestate.com

Whitebox Real Estate, LLC is an equal opportunity employer. We value diversity and believe in equal opportunity extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall and termination without regard to race, color, religion, creed, age, sex, pregnancy (including childbirth and related conditions), family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. Whitebox Real Estate, LLC commits to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities.

For more information regarding Whitebox Real Estate, LLC's policy on equal opportunity please reach out via email to contact@whiteboxrealestate.com.