

Job Title **TRANSACTION MANAGER**

Location Dallas, Texas

Status Full-Time

**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. The TRANSACTION MANAGER will work primarily in a support role on lease acquisitions, dispositions and other transactions and account management related projects. This team member will be involved, in a support capacity, in all aspects of the team’s transaction activities, including but not limited to: preparing surveys and proposals, providing financial and valuation analysis; due diligence oversight; assisting in the development of pitch, presentation and marketing materials; and team organization.

**DUTIES**

* Evaluate client building alternatives
* Interface with the market and other brokers on surveys, proposals, and tours
* Evaluate lease options
* Track and report on transactions
* Sublease showings
* Prepare detailed analysis, including NPV cash flows
* Financial modeling
* Review, understand and abstract complex real estate documents as part of the team’s due diligence process
* Write lease summaries and abstracts
* Updating reports, presentations, and analyses with team and clients
* General ad hoc reporting as needed to support transaction activities
* General team organization

**QUALIFICATIONS**

* Prior experience preferred
* Advanced computer skills (MS Office, including Excel, Word, PowerPoint, and Outlook)
* Financial, analytical and reporting skills
* Attention to detail
* Organization skills
* Well-developed verbal and written communication skills
* Work independently or within a team
* Ability to build relationships and interact effectively with business and clients

**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

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