

JOB DETAILS

Job Title	Location
Residential Leasing Consultant	Bahrain
Department	Direct Reports
Advisory and Transaction Services	Associate Director – Advisory and Transaction Services
How to Apply	Date Prepared
Email CV to bahrain@cbre.com	17/06/2020

JOB SUMMARY

The position involves working with the Property Managers and liaising with potential tenants as well as brokers, to administer the process of leasing the residential properties managed by CBRE Bahrain.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Tasks

- Process and respond to letting enquiries in a timely manner
- Tracks and reports upcoming lease expirations and other critical dates to PM team members
- Review residential leasing applications and all supporting documentation to ensure that tenant qualification standards are met
- Gathers and coordinates real estate market data, so that Transaction Manager understands the conditions of the market area
- Verify that all rental offers are in accordance with market rents/landlords' requests.
- Generate all lease documents for signature and co-ordinate with Property Managers on the move-in process for all tenants
- Reviews and verifies monthly accounting variance reports and assists in preparation of client reporting
- Liaise with 3rd party agents in relation to tenant vetting, lease administration and commission payments
- Facilitates commission invoicing and tracking
- Follow up with on-site offices and keep progress reports updated weekly
- Manage client expectations with regular reporting and meetings to update on the status of the rentals
- Assists with resolution of landlord-tenant issues
- Good knowledge of the rental market is required
- Other duties may be assigned

DOCUMENT NAME: Job Description – Residential Leasing Consultant

This is an official CBRE Human Resources document and is intended for internal distribution to company employees only. This job description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

OTHER DUTIES AND RESPONSIBILITIES

Communication Skills

- Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
- Ability to write routine reports and correspondence.
- Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.

Financial Knowledge

- Understanding and experience of double entry bookkeeping and preparation of simple financial statements

Reasoning Ability

- Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills.

Other Skills and Abilities

- Intermediate knowledge of computer software particularly MS Excel.
- Excellent time management skills and prioritising tasks
- High degree of attention to details
- Ability to work as part of a small and friendly team

Commitment to Values

Demonstrated ability to adhere to an organisational set of core values and act in line with those values. Our CBRE R.I.S.E. values:

RESPECT – Treat everyone with dignity, value their contributions, and help one another succeed.

INTEGRITY – Uphold the highest ethical standards in our business practices.

SERVICE – Dedicate ourselves to making a meaningful impact with our clients and in our communities.

EXCELLENCE – Aspire to be the best in everything we do and drive for continuous improvement.

RESPONSIBILITY

Supervisory Responsibility

- No formal supervisory responsibilities in this position.

Scope of Responsibility

- Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.

EXPERIENCE AND QUALIFICATIONS

Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Education and Experience	Minimum of five years of related experience within the Bahrain property market.
Languages	Fluency in English, verbal and written. Arabic and other languages are advantageous.
Professional Certification/Licenses	Bahrain Driver's License