

JOB DESCRIPTION

Title: Sales and Leasing Associate – Hyatt Commercial Department: Hyatt Commercial, LLC Reports To: Cecil Cummins – Senior Vice President Status: 1099 Independent Contractor, draws considered on a case by case basis.	Company: Hyatt Commercial, LLC Employee Status: Contract Prepared Date: September 2024 Approved By: Justin Mullen – President Hyatt Commercial, LLC
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I. Summary of Responsibilities

Under supervision, this position reports to the Senior Vice President of Hyatt Commercial. This is an entry level position for Commercial Real Estate Brokerage Services. The goal for this position is to learn every aspect of the Commercial Real Estate Brokerage business through support of SVP's existing workload, mentorship, and training. Associate will be expected to not only support the SVP and overall Brokerage business needs, but they will also be expected to follow a dedicated training outline to build their own independent book of business and build up to a place where they can be independently managing their own accounts and books in approximately 3 years.

II. Primary Functions:

Hyatt Commercial Brokerage Services:

- Support Members of Hyatt Commercial Brokerage Team
- Property and Business Ownership Research
- Property Zoning and Code Research
- Creation and Implementation of Business Development Plan
- Cold Calling, Warm Calling, Door Knocking
- Financial Modeling and Underwriting
- Marketing Materials Collaboration
- Updating and Reporting on Projects
- Transaction Coordination Support
- Identify New Opportunities

Complete additional duties as assigned by the Senior Leadership of Hyatt Commercial

III. Job Specifications (Knowledge, Skills, and Abilities):

- Sales experience strongly preferred
- Commercial real estate brokerage or property management experience is ideal but not required
- A desire to work in office in Annapolis, Maryland is a firm requirement ▪ 2-3 years of professional business experience preferred, but not required ▪ A team player who is eager to assist brokers & clients
- Excellent written, verbal and personal skills and can communicate effectively with internal and external stakeholders
- Ability to multitask, organize, and prioritize with strong attention to detail ▪ Proficient computer skills including Microsoft Office Suite, Salesforce experience a plus ▪ Self-Starter, Independent Worker, with ability to support and collaborate with others as appropriate.
- Independent Transportation is required.

IV. Organizational Relationships

- Frequent over the phone and in person contact internal and external. ▪ Contact with all levels within Hyatt Commercial. This position must be responsive with a range of staff.

V. Educational/Experience Requirements:

The preferred minimum level of education and experience for this position includes:

- Associate or bachelor's degree.
- Working in Real Estate Sales, Leasing and Property Management or related field preferred but not required.

VI. Working Conditions, Equipment, Physical Demands:

This position works in an office environment and uses standard office equipment. This person can handle a high stress professional climate (specifically as it relates to the work for clients, not related to internal office environment). This person will be taught everything they need to know, and will follow a new agent program, but will also be expected to be resourceful and learn independently as well. The success of the individual in this role will be assessed based on their dedication to following the training and executing on a business plan created with the support of the SVP. Being relationship and people oriented is extremely advantageous for this role, but being mission oriented is nonnegotiable.

Equipment-

- Computer

- Printer / scanning
- Telephone
- Virtual Meetings Remote Work Accessibility

The physical demands and work environment that have been described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act.

The above job description is an overview of the functions and requirements for this position. This document is not intended to be an exhaustive list encompassing every duty and requirement of this position; your supervisor may assign other duties as deemed necessary.