

Job Title: Junior Associate Broker

Job Location: 126 Fifth Avenue, New York, NY

Job Classification: Full time

Company Description:

HKS Real Estate Advisors is a premier advisory firm with over \$2 billion in annual transaction volume. We represent a wide array of prominent real estate families, institutions, foreign investors, and private investors. We have successfully transacted in office and multifamily properties, portfolios, retail condominiums, development sites, hotels, industrial assets, ground leases, and partial interest transactions throughout the continental United States.

In addition to Investment Sales, HKS also includes a renowned Capital Advisory group. We source traditional and private debt and leverage industry-wide relationships to provide, including preferred equity, joint venture equity, and straight equity placement. Overall, the Principals at HKS have over 100 years of combined experience and have closed over \$30 billion in transactions providing best-in-class solutions regardless of the complexity.

Job Summary:

We are looking for a Junior Associate Broker to work with senior-level brokers in this high-energy, entrepreneurial environment. This is a highly competitive industry, so the position requires an assertive, action-oriented candidate who seizes opportunities when they arise and learns quickly. The ideal candidate must have excellent time management and organizational and communication skills – in order to both sell and deliver real estate services. This position offers an excellent opportunity to grow in a career with very high earning potential.

Requirements:

- Bachelor's Degree (preferred)
- NYS Real Estate license (firm is able to sponsor)
- Strong positive attitude, and desire to thrive in a demanding, entrepreneurial environment.
- Strong organizational skills with the ability to prioritize and manage multiple projects in a timely and thorough manner.

- Ability to work well individually or in a collaborative team environment.
- High level written and verbal communication skills, with strong attention to detail.
- Consistently demonstrate excellent performance and professionalism
- Proficient with Microsoft Excel, Word, plus a desire to learn other software programs as needed.

General Responsibilities:

- Work and learn directly with experienced principal.
- New business development
- Creative outreach to prospects primarily via telephone with daily production goals
- Conduct web-based research of prospects and properties.
- CRM database input and management
- Develop sales strategies and follow-up materials.
- Assist senior team members in providing real estate services to their clients.
- Prioritize assignments and effectively interact with all members of the investment sales team, marketing team and capital advisory team.
- Attend meetings, record notes, follow up assignments and coordinate with principal.
- Other tasks and responsibilities as assigned.

HKS values a diverse work environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, veteran status, or any other protected characteristic. All qualified applicants are encouraged to apply. Please send a cover letter and resume to: _____@HKS.com