

JOB OVERVIEW

JOB TITLE Transaction Coordinator (Internship to Full time)

LOCATION Houston, Texas

RESPONSIBILITIES

- Commit 15 - 20 hours a week
- Locate commercial space for leasing via CoStar
- Request materials and conduct diligence for potential properties
- Draft RFPs/LOIs
- Provide executive and administrative support

QUALIFICATIONS & EXPERIENCE

- Fourth year undergraduate student
- Self-motivated and results-driven
- A proven team player with the ability to communicate effectively
- Interest in commercial real estate

ABOUT US

FEC Real Estate is an industry leading commercial real estate brokerage firm with a niche specialization in the retail subspace. The company represents family entertainment centers throughout the United States for the leasing and purchasing of CRE for their operations.

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