

# Vice President, Tenant Representation



## JOB OVERVIEW

**JOB TITLE** Vice President, Tenant Representation

**LOCATION** Houston, Texas

## JOB SUMMARY

We are currently seeking a Vice President who has 3-5+ years of experience as a tenant representation broker.

There will be NO cold calling required.

There will be hands-on mentoring from a proven, successful broker.

## RESPONSIBILITIES

- Ability to spearhead deals from start to finish
  - Build strategic site selection packages that demonstrate the strengths and weaknesses of prospective spaces
  - Drive LOIs and lease negotiations with a disciplined approach
  - Coordinate amongst all salient parties (landlords, banks, contractors, etc.) in efforts to expedite the completion of a transaction
  - Help manage a BPO team to ensure that they complete tasks in a detailed manner
- Handle complex conversations with owners and decision makers
- Engage with prospective clients to understand their needs and win their business

## QUALIFICATIONS & EXPERIENCE

- Undergraduate degree in business, finance, real estate or related field
- Proficient in CoStar and Excel
- Project management capabilities, including multi-tasking, prioritization, and deadline management
- Problem solving, enterprenurial, and quick thinking spirit

## 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.

Send resume to:

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