



Job Title: Leasing Agent – Commercial Real Estate

Reports To: Director of Real Estate

Job Summary:

Bluestone Partners is seeking an accomplished Real Estate Professional to be an integral part of our growing Real Estate team. Use your excellent communication and negotiation skills to achieve high occupancy rates for company-owned and managed properties. You will also have the opportunity to represent tenants looking for commercial sites for ground-up or existing spaces. The right candidate will have a successful sales record, and an exemplary work ethic, and will demonstrate integrity, confidence, and a determination to succeed.

Responsibilities:

- Act as a landlord for property owners and help them navigate the property market
- Advertise available properties using a variety of media and promotional materials
- Present properties and provided amenities in a positive light to prospective tenants
- Confirm rental application data and personal references
- Stay on top of trends and data in our key market areas
- Provide information on all aspects of properties (expansion, improvements, zoning, etc.)
- Negotiate lease terms
- Communicate with Property Manager regularly about condition and appearance of properties

Skills/Qualifications:

- Proven working experience as a Leasing Agent or Tenant Representative
- Working knowledge of real estate law and leasing practices
- Proven track of successful sales record
- Knowledgeable of trends and data in multiple areas in Texas
- MS Office familiarity
- Excellent communication and negotiation skills
- Persuasive with marketing and sales skills
- Customer service orientation
- Active Texas Real Estate License