



## Associate Broker, Commercial Real Estate

Waypoint Real Estate, LLC – Fort Collins, CO

> **WHAT WE DO** > Waypoint Real Estate provides commercial brokerage, property management, and investment services in Northern Colorado and Southern Wyoming. Our purpose extends beyond real estate in our mission to create meaningful impact for our clients, for our team, and for our community.

Our brokerage solutions help clients along the Front Range who want to achieve a high quality of life and peace of mind by maximizing the performance of their capital, real estate assets, and business by providing real-time market data through collaborative partnerships and creative problem-solving with our clients.

> **WHY WE DO IT** > **To create meaningful impact for our team, our families and our community.**

> **WHO WE WANT** > We are seeking an Associate Broker to join our talented team of Commercial Real Estate Brokers. We will pursue an ambitious commercial real estate broker with a track record of generating their own business, yet one willing to learn from and alongside our senior brokers. We will pursue someone who is team-oriented, abundance-minded, operates with integrity, and treats others with respect. We will pursue those with high positive energy and a person with whom we would enjoy spending time off the clock.

> **WHAT YOU WILL BE DOING** > You will work closely with Senior Brokers to identify, market, and negotiate commercial properties for sale or lease. You will also develop and maintain relationships with clients, lenders, appraisers, and other industry professionals.

### > **YOUR RESPONSIBILITIES INCLUDE** >

- Conducting market research and analysis to identify potential opportunities for commercial properties in northern Colorado
- Researching and compiling data to be used for internal and external marketing purposes
- Preparing and presenting LOIs, proposals, marketing materials, contracts, and amendments for commercial properties
- Coordinating and attending property tours, inspections, and due diligence activities
- Negotiating terms and conditions of commercial transactions with clients and vendors
- Supporting the activities for transactions under contract, including coordination with title, lender, inspectors, buyer, seller, and
  - Providing proactive communication and document delivery while under contract
  - Document preparation
  - Closed Deal Support
- Providing excellent customer service and communication throughout the transaction process
- Maintaining accurate and updated records of all transactions and activities
- Attending networking events, seminars, and trainings to expand your knowledge and network in Northern Colorado's commercial real estate industry

### > **MINIMUM REQUIREMENTS** >

- A valid Colorado real estate license
- At least (i) one year of experience in real estate sales or leasing, or (ii) formal education in real estate or finance or (iii) career experience that would contribute a unique skillset and value-add as a commercial broker
- A strong understanding of the commercial real estate market, trends, and regulations in northern Colorado
- Proficiency in Microsoft Office and Commercial MLS software

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To apply, please complete our Employment Application at [www.waypointre.com/employment-application](http://www.waypointre.com/employment-application), and upload your cover letter and resume. For questions about the position, please email [iwantajob@waypointre.com](mailto:iwantajob@waypointre.com)

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