

# BROKERAGE ASSISTANT

## JOB DESCRIPTION

**KANSAS COMMERCIAL**  
REAL ESTATE SERVICES, INC.



Kansas Commercial Real Estate Services, Inc. is looking for a talented person to join our team as a Brokerage Assistant. Candidate must have excellent information systems, research, database, and analytical skills to manage a property and contact database, improve our information systems, and work closely with our Director of Marketing in gathering information for listed property. The job includes performing field work, tasks and errands outside of the office as needed to support top producing commercial real estate brokers. Qualified candidates may submit resume and references to [mark@kscommercial.com](mailto:mark@kscommercial.com).

### Job Description:

**Brokerage Assistant:** Provide support services to Brokers and Director of Marketing.

1. Collect detailed information on commercial properties
  - a. Field verify information currently on file of available public records
  - b. Locate or take new photos for Database and Marketing
  - c. Field measure interior and exterior dimensions
  - d. Locate or prepare basic floor plans for Marketing (currently using Microsoft Visio)
  - e. Assist in identifying the selling features/benefits of the property
2. Assist Brokers as needed (Limited base on Non-Licensed Assistant Rules)
  - a. Deliveries: Contacts, Earnest Money, Keys, Floor Plans, Etc.
  - b. Prepare customized property search reports from Kansas Commercial Database for prospective buyers/tenants.
  - c. Prepare customized activity reports for listed property accounts.
  - d. Schedule tours and prepare tour packages.
  - e. Property tours; open doors and deliver information sheets for property tour if agent is not available.
  - f. Be responsible for keeping all listed properties up to date
  - g. Create and send Action reports to owners
  - h. Study and take the real estate license exam within six months of hire date
3. Other activities or projects that ADD VALUE for those who invest in or occupy commercial real estate.
  - a. Plans, coordinates and supports meetings and conferences
  - b. Arranges signs, sign locations, installation and removal
  - c. Coordinate data from a variety of sources for inclusion in technical reports and presentations; performs independent research and prepares information for special projects as assigned
  - d. Ensure that files are maintained in accordance with company policies and procedures

**Assist Marketing Director:** Assist the Marketing Director to manage, maintain and improve Kansas Commercial database and website.

1. Insure data is current for the Kansas Commercial Market Report
  - a. Work with Brokers and Director of Marketing to produce Annual Market Report
  - b. Develop ability to generate quarterly or monthly market update or trends with minimal effort to generate the report.
  - c. Begin Market reports for Manhattan, Junction City, Lawrence, Etc. if/when we hire associates that reside in these markets and will help to actively work the market.

### Qualifications:

High school diploma or general education degree (GED) required. Preferred experience supporting at executive level desired. Excellent written and verbal communications skills of the English language. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Self-starter, punctual and ability to effectively present information. Advanced skills with Microsoft Office systems required.

**KANSAS COMMERCIAL REAL ESTATE SERVICES INC.**

Main: 785.272.2525

435 S Kansas Ave, Suite 200

Topeka, Kansas 66603

[www.KSCommercial.com](http://www.KSCommercial.com)

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