

Job Title | Real Estate Manager

JOB SPECIFICATION |

BUSINESS AREA: REAL ESTATE DEPARTMENT

LOCATION: LISBON

Role Overview

To act as a Real Estate Manager, recovering assets under the management of Link Financial, from a Real Estate selling perspective.

Perform all necessary actions related to the appraisal and maintenance of the REOs under Link Financial's management, helping to achieve a better valuation of the physical assets whenever possible

To help the Link Financial advisory Team in the due diligence processes as needed by analyzing the real estate documentation provided at the VDR and anticipating any potential issue and/or concern related with the REOs and other asset collateral.

Participate in the underwriting process by providing real estate management and appraisal expertise to the Link Financial advisory team regarding the collections strategies, market trends and selling timings.

To help the support team with the portfolio on boarding process.

Support in all necessary activities where real estate management and appraisal expertise is required.

In summary, this team member must be a qualified Real Estate Manager, highly focused on real estate asset sales, with proven real estate portfolios management and appraisal capabilities, able to manage all of real estate assets under Link Financial's management and to support the other operational teams when required.

Main tasks & responsibilities:

1. Contact with brokers, appraisers, external providers, suppliers,, city councils, etc. in order to solve potential issues related to the REO's under management and to anticipate collections and/or get real estate selling agreements;
2. On-site management – manage relationships with brokers, appraisers, city councils, notaries or any other third-party agents by scheduling meetings and property tour visits driven to anticipate REO's sale;
3. Optimise collateral assets values under management (even before they turn to REO);
4. Provide initial and continuous on-the-job training to all junior real estate managers and/or appraisers;
5. Maintain a wide network of third-party investors, brokers and any other market agents, managing the assets on a proficient approach always looking for the best solutions for the client;
6. Monitor, review and update the Real Estate Strategies of the portfolio under management, in accordance with the Business Plan and goals settled by the company;
7. Control and report on all property management aspects, such as REO maintenance, reports, complaints, costs, etc.;
8. Report relevant and unusual issues for senior management decisions;

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9. Maintain and enrich the internal management platform, uploading all the information and documents required for appropriate real estate portfolio management;
10. Track, highlight and present detailed reports on top and more complex assets included on the portfolio under management;
11. Perform any real estate asset reports required (appraisal reports; WIP reports; development reports, etc.);
12. Collaborate with Legal and Real Estate Teams to devise efficient recovery strategies for the assets under management;
13. Support on the fulfilling and real estate review of the one pagers that will be delivered to the client on the underwriting processes;
14. Conduct your work with integrity and responsibility.

Financial Remuneration

- Basic Salary
- Monthly food allowance (mandatory)
- 24 days holiday
- Access to the monthly incentive scheme (when launched)

Experience & Skills

Experience:

- +3 years of Real Estate portfolios management;
- Proven experience as a Real Estate Manager;
- Proven experience as a Real Estate Appraiser;
- Good understanding of the wider business environment in which we operate
- Demonstrated ability and creativity to perform proactive strategies;
- High degree of professional ethics and integrity;
- Sound judgement and ability to analyse situations and information.

Skills:

The skills listed below are considered the minimum requirement for the role.

- Good communication skills and team player;
- Sale driven person with excellent negotiation skills;
- Must be able to analyse large amounts of information, determine relevant facts, and propose viable solutions.
- Strong interpersonal skills; must communicate well orally and in writing.
- Good problem-solving skills are important, as are solid research skills;
- High skills in Office applications (Excel and PowerPoint);
- Proficiency in English is a plus.