

**JOB DESCRIPTION**  
**Metro Commercial Real Estate, Inc.**  
**Investment Sales Associate**

**About Metro Commercial**

Founded in 1987, Metro Commercial specializes in shopping center leasing, management, and sales. With three offices in the Philadelphia area, Metro Commercial represents over 100 national retailers and serves as the exclusive leasing agent for approximately 300 properties. Metro Commercial has sold over 150 shopping centers in the past 20 years.

**Position Overview:**

The position available is for an Investment Sales Associate, responsible for assisting in, and eventually carrying out the day-to-day functions associated with Metro Commercial's Investment Sales business. Those responsibilities include prospecting and business development. The Investment Sales Associate must be a self-motivated salesperson interested in above average earning potential. This position will provide the highest level of service for Metro Commercial's existing and prospective Investment Sales clients.

**Responsibilities include, but not limited to:**

- Provide investment, advisory and transaction services for strip shopping centers, unanchored strips, grocery and multi-anchored shopping centers.
- Represent investors in the acquisition and disposition of shopping centers.
- Maintain and continue to develop a database of shopping center owners and investors.
- Prospect for and negotiate exclusive Listing Agreements.
- Participate in contract negotiation and due diligence efforts in sales transactions.
- Provide existing and prospective clients with current industry and market specific information as it relates to their property.
- Assist in the marketing of each property while providing timely updates to Owners.
- Draft property valuation reports, including detailed financial analysis and narrative describing the asset, trade areas, etc.
- Coordinate the drafting of detailed Offering Memorandums for Listed Properties.
- Spend one to two days per week on the road, becoming familiar with existing centers throughout the Philadelphia area and ownership of same.
- Cold calling Owners by phone and in person.

**Qualifications:**

- Undergraduate degree.
- Demonstrated abilities in sales and marketing with +/-five years sales experience.
- Strong writing and financial analysis skills.