

**Job Title:** **Associate, Brokerage**

**Location:** **Fort Worth, TX**

**Company:** **Waypoint Real Estate Advisors, 2920 Alta Mere Dr, Fort Worth, TX 76116**

Are you passionate about commercial real estate, driven by results, and eager to make an impact in a dynamic, fast-paced environment? Waypoint Real Estate Advisors is seeking a motivated **Associate, Brokerage** to join our team in Fort Worth, TX.

**About Us:**

Waypoint Real Estate Advisors is a premier real estate advisory firm specializing in delivering strategic and tailored solutions for our clients in the state of Texas. With a focus on excellence, collaboration, and innovation, we thrive on building lasting relationships and creating value across all facets of real estate.

**Job Description:**

As an Associate in Brokerage & Development, you will play a key role in supporting our senior team members and clients across a range of commercial real estate projects. You'll have the opportunity to work closely with experienced brokers, developers, and analysts while contributing to various aspects of the real estate transaction and development process. This position offers invaluable hands-on experience and the potential for rapid growth within a fast-paced, client-driven environment. Reporting directly to senior leadership, you will have the chance to grow professionally while contributing to meaningful projects across the commercial real estate spectrum.

**Compensation:**

Typically, in commercial real estate it is a transactional business and candidate will have the opportunity to earn well above an average starting package of a recent graduate from college if the work is done and the drive is high. The compensation package will be a hybrid of base salary and bonus/commission structure.

**Key Responsibilities:**

- **Business Development:**
  - Identify and pursue new business opportunities to expand the company's portfolio.
  - Build and maintain strong client relationships through networking and consistent communication.
  - Conduct market research to identify trends, competition, and areas of opportunity.
  - Attend trade shows, conferences, networking events to pitch company, services, etc. to commercial real estate community.
- **Brokerage Support:**
  - Assist with property listings, marketing strategies, and transaction coordination.
  - Prepare financial models, market analyses, and proposals for clients.
  - Collaborate with the brokerage team on deal structuring and negotiations.
  - Outbound calling, cold calls, prospecting, databasing, touring properties with prospects
- **Team Collaboration:**
  - Partner with internal teams to align business goals with strategic initiatives.
  - Contribute to the creation and implementation of innovative marketing campaigns.
- **Development:**
  - Assist with the preparation, creation, and distribution of marketing materials, such as property brochures and flyers.
  - Support the creation and editing of property listings on commercial real estate platforms (CoStar, LoopNet).
  - Maintain an organized database of property information, client contacts, and lease documentation.
  - Assist in managing property transactions by tracking deadlines, processing documents, and coordinating with clients and stakeholders.
  - Prospecting a diverse portfolio spanning retail, medical, office, flex, industrial and mixed-use projects to be part of the entire process from start to finish.
  - Conduct market and site research to identify potential development opportunities and assess feasibility, including demographic trends, property values, zoning regulations, and competitive landscape.
  - Assist with due diligence processes for new acquisitions, including environmental assessments, property inspections, and title reviews. Help analyze and summarize legal, financial, and technical documents.

- Prepare and assist in financial models, budgets, and pro forma analyses for new developments, including construction costs, financing options, expected returns, and timelines.
- Support the coordination of development projects by tracking timelines, budgets, and milestones. Assist with liaising between internal teams (design, legal, finance) and external parties (contractors, municipalities, tenants, etc.).
- Work closely with architects, contractors, and engineers during the design and construction phases to ensure adherence to project plans, schedules, and budgets.
- Maintain accurate project documentation, including contracts, reports, meeting notes, and schedules. Prepare internal project updates and presentations for senior leadership.

- **Qualifications:**
  - Plan to in the future or have an active licensed Sales Agent with TREC
  - Bachelor's degree in business, real estate, finance, or a related field.
  - PEOPLE SKILLS are a must!
  - Exceptional communication, negotiation, and presentation skills.
  - Proficiency in Microsoft Office Suite (Excel, Canva, Adobe, Keynote, Power Point, Word); familiarity with real estate software is a plus.
  - Strong organizational skills and attention to detail.
  - Ability to work independently and as part of a team in a fast-paced environment.
  - Well organized and able to multitask over 10-20 projects at a time
  - MUST BE A DRIVEN individual and willing to go the extra mile when needed
- **What we don't offer:**
  - Negative attitude
  - Health Insurance

Please send inquiries and resumes to [associate@waypoint-red.com](mailto:associate@waypoint-red.com) or call Derek Anthony at 817-991-5072.