

Founded by Robert D. Voit in 1971, Voit Real Estate Services is a privately held, debt-free firm that has successfully navigated numerous market cycles since 1971 and currently employs more than 250 people. Voit has owned, developed and managed over 55 million square feet of commercial real estate, participated in \$1.4 billion of construction projects, and completed over \$40 billion in brokerage transaction volume.

Voit Real Estate Services is now an 11 office commercial real estate firm that, through its brokerage and real estate management professionals working together, provides strategic property solutions tailored to clients' needs. Combining more than 40 years of expertise in brokerage, investment advisory, financial analysis, market research, real estate management and tenant advisory, Voit provides clients with forward looking strategies that create value for their assets and portfolios.

#### Position Summary

Currently Voit Real Estate Services have runnership and commercial brokerage opportunities available for hard-working men and women who are looking for a career with unlimited income potential. A typical commercial real estate brokerage professional is responsible for helping clients sell/lease and purchase commercial properties, including businesses, factories, buildings, restaurants, and apartments. Voit invests in training for our professionals with an ongoing training program for runners and junior brokers.

#### Primary Responsibilities

- Strong interpersonal and communication skills
- Appraise property or properties using local comparisons.
- Provide financial information and analytical data to the potential buyer or seller.
- Visit and show several sites and explain features of building.
- Discuss costs of maintaining building and possible renovations with client.
- Determine best method of purchase and review financials.
- Show property that will be utilized for strictly business purposes.
- Seek out acquisition targets and grow book of leads.
- Facilitate acquisition transactions.
- Handle transactions.
- Ensure all paperwork is properly filled out.
- Identify, analyze, and prepare re-development plans.
- Create relationships with businesses in various industries for future purchases.
- Place properties for sale.
- Have all properties inspected thoroughly and identify possible repairs.
- Act as an intermediary in negotiations between buyers and sellers over property prices and settlement details, and during the closing of sales.
- Compare properties with similar properties to determine fair market price.
- Adjust price if necessary.
- Work with loan officers, attorneys, and agencies to complete purchase.
- Arrange for financing.
- A real estate license is required for the job, but it can be attained while employed at Voit

If you are interested in the above outlined position, please email your resume to [dwatson@voitco.com](mailto:dwatson@voitco.com).  
Get to know Voit better at [www.voitco.com](http://www.voitco.com).

#### At Will & EOE Information

Employment at Voit Real Estate Services, its subsidiaries, or strategic business partners is employment At-Will.

Voit Real Estate Services is an Equal Opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, disability or any other protected status in accordance with all applicable federal, state and local laws