Junior Commercial Agent

Tomball/The Woodlands

Full-time · Independent contractor · Straight commission, no base salary

Commission splits reflect experience and production. Office-based, with field visits for tours and client meetings. Reports to the senior broker or team lead.

You'll help lease Newman's land developments, flex industrial and retail projects, and help business owners buy office condominiums. Working alongside the senior broker and development team, you'll find prospects, show properties and carry assignments from first contact through closing.

Responsibilities

- Find tenants through calls, local canvassing and broker relationships. Qualify prospects, lead tours, explain rates and terms, and track follow-up in the CRM through lease execution.
- Support office condominium sales by preparing offering materials, qualifying buyers and coordinating showings, negotiations and closings.
- Prepare proposals, letters of intent, responses and deal summaries. Work with counsel on final documents, including development agreements for land sales when applicable.
- Research competing properties, rents, values and regulatory changes. Work with the senior broker and development team to coordinate leasing with project delivery dates and leasing targets.

Requirements

- Bachelor's degree, an active Texas real estate license and at least three years in commercial brokerage, including landlord leasing, tenant representation or commercial sales.
- A record of sourcing leads and carrying deals through closing. Knowledge of The Woodlands and North Houston markets and familiarity with commercial land, flex industrial, retail or office properties.
- Proficiency with CoStar, LoopNet and a CRM. Ability to compare lease terms and apply basic financial analysis to a deal.
- Clear communication and negotiation skills, attention to deadlines and consistent follow-through with clients and teammates. A CCIM, SIOR or similar designation is a plus.

How to apply

Send us an email at jobs@newmancre.com. Include your resume, cover letter and anything else you feel is applicable to the job. Make sure to include the job title in the subject line of your email to be considered.