



# HEAD OF OFFICE SPACE DEPARTMENT

If you thrive in fast-paced environments and you are enthusiastic, action-oriented, and results-driven person we have an interesting proposal for your next career step.

Cushman&Wakefield Forton is a leading advisory company focused on commercial real estate. We are Alliance Partner of Cushman&Wakefield for Bulgaria. We offer a wide range of commercial real estate services.

## WE ARE LOOKING FOR HEAD OF OFFICE SPACE DEPARTMENT

### What will be your responsibilities:

- Development and execution of office space strategies in compliance with markets and clients' needs;
- Strategic development and management of the entire office department operations to meet revenue and profit targets;
- Identification and building of relationships with strategic clients. Active communication with both existing companies, investors, tenants and companies with expansion potential;
- Align with Cushman&Wakefield team corporate accounts and key clients' services;
- Setting up portfolio strategic advisory and strategic mix;
- Structuring sales processes;
- Preparing reports for clients;
- Leading negotiations;
- Monitoring of sales revenues and identifying real estate trends in the office segment;
- Achieving personal targets;
- Responsible for managing and developing a team of real estate professionals, clear communication, setting and managing expectations.

### What we expect:

- Master's/Bachelor's degree in Economics or other relevant;
- At least 5 years on a managerial position;

- Experience in commercial real estate business will be considered as an advantage as well as personal contacts with main players on the market;
- Strong negotiation and analytical skills;
- Outgoing and communicative personality;
- Open-minded and self-motivated person;
- Self-management skills, high level of initiative and business development skills;
- Ability to work under stress and meet tight deadlines;
- Fluent in English – both verbal and written;
- Excellent presentation skills during meetings, public and media events
- Ability to influence strategic decisions;
- Deal hunting skills;
- Flexibility in achieving targets;
- Ability to go the extra mile, see the bigger picture and synergies between different departments in the company.

At Cushman&Wakefield Forton you can rely on:

- High ethical and professional standards
- Care about the employees
- Relevant introduction and training
- Motivated and friendly team of real estate professionals
- Competitive remuneration, including fixed and flexible part as well as additional benefits
- Quality of service and customer satisfaction.

If you are interested in the position, please send us your CV to: [iva.borisova@cwforton.com](mailto:iva.borisova@cwforton.com).

All applications are treated strictly confidential and only short-listed candidates will be contacted for an interview.