

# Workforce Role Description

Corporation of the President (COP)  
Corporation of the Presiding Bishop (CPB)

## General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

| Job Title              | Job Code | Grade Level | Approval Date |
|------------------------|----------|-------------|---------------|
| Real Estate Specialist | 50086    | CSM         | 6/27/05       |

## Purposes

The position exists to provide administrative support functions to real estate professionals (REPM's, Planning Managers, Real Estate Managers, Project Managers, etc.) within the CPB organization. Customers may include the PBO, DTA's and their staff, Welfare, CES, Missionary Department, and other Church departments and entities.

Customers expect that professional services shall be provided within industry benchmarks as measured by cost of services provided, quality of services provided, and timeliness of services provided.

## Responsibilities

60% Obtains and processes transactional reports (e.g. surveys, appraisals, professional engineering reports, legal and title documents), assists in problem resolution to facilitate the timely management of various real estate processes, prepares legal transaction documents, assembles feasibility and due diligence studies and reports in preparation to obtain internal approvals and submit to closing, interfaces with internal customers (Directors, DTA's, Managers) professional consultants (attorneys, engineers, architects, administrators).

20% Receives and logs customer work orders, prepares project files and tracks real estate processes, maintains data tracking systems, monitors deadlines and document performance commitments, monitors and prints monthly progress reports.

10% Prepares and processes documentation for Appropriation Committee approval, obtains from authorized Church agents and other parties prerequisite signatures and prepares and processes closing packages.

10% Responds professionally, courteously, and accurately to inquiries from management, customers and consultants.

## Qualifications

Two years post high school education/training.

A minimum of four years of experience in one or a combination of the following disciplines: real estate support to a broker or developer, title or legal service organizations, institutional real estate departments or property management firms.

Proficiency with the following software programs: Word, Word Perfect, Excel, Act, GroupWise, Oracle, Access, Power Point

Outgoing team player with the ability to efficiently manage multiple tasks in time sensitive environment.