

Realty Specialist – Ohio

Job Description:

West Erie Realty Solutions, Ltd. (WE), a stand alone turnkey real estate acquisition firm has openings in our Cleveland, Columbus, and Toledo offices for a full time Realty Specialist to work with our Right of Way Acquisition team. This is an opportunity to join our team as an Agent working with Project Managers and other Agents to perform various roles on multiple Right of Way Acquisition Projects. This is a hybrid position with 25-50% travel potential within the State of Ohio.

Our Promise:

- WE is strongly committed to serving our clients with a staff of high character, motivated individuals aligned with the leadership's vision to provide turnkey real estate acquisition at the highest level

Responsibilities:

- Ensure compliance with applicable laws, rules, regulations, policies, and procedures
- Prepare real estate acquisition documents
- Perform Title Research
- Negotiate and/or close on property acquisitions per project guidelines and regulations
- Other duties as assigned

Skills:

- Accountable with good organization and planning skills
- Ability to interact with a diverse group of people
- Ability to work independently with minimal supervision
- Ability to communicate effectively and professionally, both verbally and in writing
- Problem solver with strong attention to detail
- Ability to multitask and prioritize efficiently under tight deadlines
- Flexible team player

Preferred Qualifications:

- ODOT prequalified or experience with a state DOT

What WE Offers:

- Excellent base pay
- Comprehensive medical, dental, and vision plans
- Paid holidays, sick, leave, and PTO
- Professional training
- Flexible work schedule
- Growth opportunities
- Family-oriented atmosphere and work environment