



POSITION DESCRIPTION

Position Title	Commercial Broker	Employment Status	Full-Time Hourly
Supervisor	Auctioneer / Broker		
Department	Motleys Asset Disposition Group	Date Approved	December 2025

COMPANY DETAILS:

With our commitment to first-class customer service, Motleys is trusted globally to bring buyers and sellers together while providing transparent, effective, fair practices. If you are a visionary with an entrepreneurial spirit, we want you to join our growing team!

JOB SUMMARY:

As a Commercial Broker with Motleys Asset Disposition Group, you will serve as a trusted advisor and dealmaker in the dynamic Richmond, VA commercial real estate market. Your primary mission is to connect buyers and sellers through innovative auction strategies and traditional brokerage solutions, maximizing value for all parties. This role requires a strong understanding of commercial property trends, distressed assets, and estate sales, combined with exceptional negotiation skills and a client-first mindset. You will leverage Motleys' auction platform and marketing resources to deliver transparent, efficient, and profitable transactions. If you thrive in a fast-paced environment and have a passion for building relationships while driving results, this is your opportunity to make a significant impact.

PRINCIPAL DUTIES:

- I. **Market Analysis:** Conduct thorough market research and analysis to identify trends, property values, and potential investment opportunities within the market areas.
- II. **Client Relations:** Build and maintain strong relationships with clients, including property owners, investors, and other stakeholders. Provide expert guidance and personalized service to meet their commercial real estate needs.
- III. **Property Listings:** Manage the listing and marketing of commercial properties, including preparing detailed property records, conducting property showings, and utilizing various marketing strategies to attract potential buyers or tenants.

- IV. Negotiations: Negotiate lease and sale agreements on behalf of clients, ensuring favorable terms and conditions. Manage the transaction process from initial offer through closing.
- V. Documentation: Prepare and review all necessary documentation, including contracts, leases, and transaction paperwork, ensuring accuracy and compliance with legal and regulatory requirements.
- VI. Networking: Actively network within the business community and real estate industry to generate leads, identify new opportunities, and stay informed about market developments.
- VII. Team Collaboration: Collaborate with other team members and departments to ensure a cohesive approach to client service and business development.

EDUCATION | EXPERIENCE:

- Bachelor's degree in Real Estate, Business Administration, Finance, or a related field.
- Virginia Real Estate Broker License required.
- Minimum of 5 years' experience as a commercial real estate broker with a strong track record of successful transactions.
- CCIM designation or experience in auction-based transactions preferred.

REQUIRED KNOWLEDGE | SKILLS | ABILITIES:

- Excellent verbal and written communication skills.
- Excellent negotiation and persuasion skills.
- Excellent interpersonal and customer service skills.
- Strong attention to detail and accuracy.
- Thorough understanding of the commercial real estate market and the laws, regulations, and best practices involved in real estate transactions.
- Deep knowledge of Central Virginia real estate and auction market.
- Experience with MLS platforms and CRM systems.
- Proficient in Microsoft Office, with aptitude to learn new software and systems.

PHYSICAL REQUIREMENTS:

- Prolong periods sitting at a desk and working on a computer.
- Able to travel as needed.
- Must be able to lift up to 15 pounds at a time.

SALARY | BENEFITS:

- Salary \$90,000 plus commission
- Commission based on sales volume
- Health, Dental, Vision, and Supplementary Insurance Offered
- Long-term and short-term disability
- Life insurance
- 401(k) with 4% match

The successful candidate will undergo a background check that must be cleared prior to working at Motleys Asset Disposition Group, Inc.

Motleys Asset Disposition Group, Inc. is an equal opportunity employer and does not discriminate on the basis of race, sex, national origin, religion, age, disability, genetic information, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act, the Age Discrimination in Employment Act, and other applicable laws and applies to all procedures affecting applicants and employees including, but not necessarily limited to: recruitment, hiring, placement, promotion, transfer, reassignment, reappointment, tenure, demotion, selection for training, layoff, furlough, and termination, compensation, and all other conditions or privileges of employment.