

Position: Corporate Referral Manager

Location: Nashville, TN

Posted: 8/3/2026

Corporate Referral Manager

Job Description

The Corporate Referral Manager coordinates the management, marketing, and sale of corporate and Relocation Management Company (RMC) listings, and facilitates corporate buyer and renter referrals. This role is ideal for a real estate professional who is looking to transition from a commission-based sales role into a structured, relationship-driven corporate position while remaining closely connected to the real estate transaction process.

The Corporate Referral Manager serves as the primary point of contact between RMC personnel, sales associates, broker managers, accounting, relocation staff, and other internal service teams. This position plays a critical role in protecting and advancing Crye-Leike's referral business and reputation by managing corporate referrals with professionalism, accuracy, and a high level of service.

Duties & Responsibilities

- Assign appropriate sales associates for corporate listings and buyer referrals based on experience, performance, and market knowledge.
- Serve as the primary liaison between RMC counselors, sales associates, and transferees.
- Facilitate clear and timely communication among RMCs, sales associates, the Accounting Department, and the Relocation division.
- Review Worldwide ERC Broker's Market Analysis (BMA) forms, ensuring accuracy and verifying data used for property evaluations.
- Monitor sales associate performance from initial assignment through closing, providing guidance and support as needed.
- Assist with listing preparation, pricing strategy, and contract negotiations when appropriate.
- Maintain accurate records within the Relocation database system, including data entry, reporting, and ongoing database management.
- Ensure the privacy, security, and confidentiality of sensitive client and corporate information.
- Coordinate commission and referral fee processing and payouts.
- Manage inventory property processes, including ordering property maintenance, lawn service, repairs, and improvements to support timely and successful sales.

Qualifications

- Residential real estate experience within the past three years required; this role is well suited for seasoned agents seeking a corporate transition.
- Tennessee real estate license required or willingness to obtain.
- Associate's or Bachelor's degree preferred.
- Strong problem-solving skills with attention to detail.
- Excellent customer service and communication skills (verbal and written).
- Effective organizational and time-management skills.
- Ability to work well under pressure in a fast-paced, deadline-driven environment.
- Proven ability to collaborate effectively in a team-oriented setting.

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About Crye-Leike®

Crye-Leike®, REALTORS® is a full service real estate company founded in Memphis, Tennessee in 1977. Today, it is the nation's 4th largest real estate company and the largest serving markets in Tennessee, Arkansas, Georgia, Mississippi, and across the Mid-South. Crye-Leike® has more than 3,000 licensed sales associates, 500 staff members, and over 130 branch and franchise offices located in a seven state region including Tennessee, Alabama, Arkansas, Florida, Georgia, Kentucky, and Mississippi. To learn more about Crye-Leike®, visit www.crye-leike.com.

To Apply click on Zip Recruiter link below:

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Crye-Leike® is an Equal Opportunity Employer.