



Portfolio Analyst

Interested parties contact: BKaukas@colonyinc.com

The Portfolio Analyst will primarily provide analytical and operational support to the Portfolio Operations Team, as well assist senior members of the management team on special projects.

The Analyst will be part of team whose responsibilities include valuations, portfolio analysis, operations, insurance and dispositions.

- The primary role will be utilizing Argus and Excel to create pro forma valuations, and perform portfolio analysis on office, industrial, retail and multi-family assets.

Additional responsibilities may include the following:

- Portfolio, valuation, and disposition analysis; sensitivity analysis of various leasing scenarios
- Closing acquisitions, dispositions, and financings
- Assisting with management of the company insurance program, including tracking insurance claims, negotiating rates and dispute resolution
- Assisting with lender reporting or required lender approvals
- Interfacing with on-site property managers, leasing brokers and accountants
- Dispositions; property evaluation, analysis, preparation of offering materials
- Preparing detailed investment summary reports on new acquisitions with market and financial analysis, property description, and investment rationale
- Participating in operational evaluations and creation and implementation of new procedures to increase efficiency and organization within the firm

Job Requirements:

- Min. 2 years applicable real estate experience
- Highly proficient in Excel
- Experience with Argus; Argus Enterprise a plus
- Strong writing and mathematical skills
- Ability to prioritize and work independently
- Detail oriented with strong organizational skills
- Bachelor's degree from four-year college; MBA a plus