

Asset Management and Acquisitions Analyst – Confidential

Please submit cover letter and resume to pereresumesubmissions@gmail.com

July 20th, 2016

Real Estate Private Equity firm based in Fairfield County, CT is seeking an Analyst/Associate to join their Asset Management and Acquisitions team.

Primary responsibilities will include assisting with asset management and acquisition duties including financial modeling, client reporting, property valuation analysis, lease analysis and special projects. The successful candidate will be exposed to a wide range of commercial real estate investments in a fast-paced and challenging environment.

Job Responsibilities:

- Assist with preparation and review of individual asset, portfolio level and client reporting.
- Assist in the preparation and presentation of Asset Management Plans.
- Assist in the preparation and presentation of preliminary and final investment memoranda to the firm's Investment Committee and management personnel.
- Prepare investment recommendations.
- Monitor and analyze the financial performance of the properties and portfolios.
- Maintain portfolio models.
- Maintain property valuation files.
- Prepare and monitor annual operating budgets.
- Analyze lease transactions.
- Assist with financing and disposition transactions.
- Participate in acquisition due diligence including but not limited to lease reviews, pro forma analysis, operating and financial statement analysis, gathering of market lease and sale comparables, reviewing engineering, property condition, and environmental reports, and other pertinent factors.

Qualifications:

- Minimum of 1-3 years' experience.
- Bachelor's degree in Finance, Accounting, Real Estate or related field.
- Strong understanding of financial concepts (IRR, NPV).
- Must be able to work independently and as part of a team.
- Proficiency in financial analysis and modeling.
- Strong writing, interpersonal and communication skills.
- Ability to manage tight deadlines and complete projects with minimal supervision.
- Demonstrated proficiency in Argus and Excel software a must.
- Excellent organization and problem-solving skills.
- Attention to detail is essential.
- Knowledge of New York City boroughs a plus.