



Transactions Summer Internship (Cincinnati Office)

The Transactions Internship will offer hands-on experience on the acquisition and disposition process as a member of the financial underwriting and acquisition team. Throughout the internship, this role will provide the student with the following:

- Knowledge on how multiple groups within the company assess retail properties as a fit for acquisition into our current portfolio
- Knowledge on how multiple groups within the company assess properties in our current portfolio as a target for disposition
- Understanding of the complete process of acquiring and disposing an asset from initial underwriting through due diligence and closing
- Ability to be involved with underwriting a deal from start to finish within Argus
- Perform deal and market specific research, including market rental rates, competition mapping, new or proposed development, infrastructure changes, etc.
- Assist in performing analysis to assess the health of tenants/retailers
- Will develop the ability to prepare presentation materials such as site plans, aerials and competition maps used in Investment Committee packages
- Basic understanding of how other Phillips Edison & Co. (PECO) departments fit in throughout the acquisition and disposition process, as well as after a property is acquired or sold

Essential Duties and Responsibilities:

- Basic Argus modeling and Excel financial modeling to assess retail acquisitions
- Various research and analysis in support of the underwriters and acquisition officers (e.g. Excel dashboard analyses, Real Estate Tax analysis, Insurance quotes)
- Assist with Executive Summaries prepared for Investment Committee
- Assist with market and tenant analysis/research for prospective acquisitions during due diligence period (e.g. compiling demographics, site maps, competition surveys, tenant health analysis)
- Ad hoc research and analysis projects specific to the retail industry or PECO portfolio

Education / Experience Requirements:

- Current student pursuing a degree in Finance or Real Estate with a minimum GPA of 3.0
- Should have an interest in Commercial Real Estate
- Intermediate to advanced skills in MS Excel / Word required
- Basic experience with Argus preferred
- Previous co-op or internship experience strongly preferred
- Strong written, verbal and interpersonal skills
- Excellent organizational skills, attention to detail and ability to work efficiently in a fast-paced team environment
- Ability to multi-task various projects to hard deadlines, including prioritizing and time-managing recurring duties and ad hoc tasks as they arise