

Title: Real Estate Summer Analyst

Compensation: TBD

Reports to: TBD

Overview:

Ideal candidate would be a sophomore or junior student pursuing a (finance, real estate, marketing, or business) degree and with a desire to learn and develop within the real estate industry. Candidate should be enthusiastic and have a high energy level. Candidates should desire a flexible work environment and be willing to help out wherever needed. Candidates must have proficient Excel, Word, PowerPoint and internet research skills.

Specific Areas of responsibility would include:

- Gain hands-on experience in and exposure to institutional-grade mixed-use investments, asset management, development, and repositioning.
- Prepare and modify real estate project budgets, quarterly budget reforecasts, cash flow analysis, and pro-formas for individual real estate investments and developments.
- Create cash flow projections and other complex financial models within Argus and Excel.
- Conduct and present ad-hoc research projects within CoStar, Yardi, and Placer.ai
- Assist in disposition process of various portfolio holdings.
- Monitor and analyze monthly tenant sales reports and create portfolio roll-up reports.
- Review and monitor “at risk” retail tenants (sales kick-outs, co-tenancy, early termination rights, etc).
- Research and interpret complex lease provisions to assist with resolving tenant conflicts.
- Prepare lease deal analysis.
- Analyze prospective tenant financial statements.
- Work on special projects such as acquisitions and divestitures and other projects.

Qualifications:

- College degree candidate (finance degree preferred).
- Real estate experience is a plus.
- Proficient in Microsoft Excel, Word, PowerPoint, and internet research.
- Candidate must be enthusiastic, intelligent, creative, flexible, have a great attitude, strong technical aptitude and a desire to understand the real estate process.
- Attention to detail is essential.
- Ability to work under pressure and coordinate numerous activities for a variety of people.
- Strong interpersonal, oral and written communications skills required.

