

The CBRE Urban Retail Investment Sales team is seeking a Production Analyst for the Chicago, Illinois office. This practice provides capital markets advisory and execution services to retail investors who are seeking to sell stabilized assets, land zoned for development, or raise joint venture equity capital for new development projects.

JOB SUMMARY

This is an excellent opportunity for an Analyst who is interested in urban retail commercial real estate. The position is an analytical role within a dynamic team that encompasses a wide range of responsibilities all centered around the pursuit, marketing and sale of retail properties located primarily within the Chicago MSA.

The job requires an individual who is a proactive problem solver who can perform detail-oriented underwriting and ad hoc analyses, in a fast-paced and time sensitive environment. The ideal candidate will also have strong organization and communication skills, and be resourceful in obtaining information from other CBRE colleagues when appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Advanced level proficiency in Argus and Excel is a requirement for this position and the ideal candidate will possess keen analytical acumen and a strong understanding of financial terms and principles necessary in real estate underwriting, including discounted cash flows, IRR, NPV, etc. Ability to efficiently manipulate large amounts of data in Excel, using various formulas and shortcuts is highly valued. Also, an understanding of how to create multi-axis charts and graphs in Excel to convey information in a compelling manner is essential.

The Analyst will run pro forma analyses to assist and eventually lead the financial underwriting/valuation of an asset for various client assignments and pitches. This involves analyzing historical property operating statements, budgets, rent rolls, taxes, leases, and loan agreements, while also reviewing revenue and expense comparables and underwriting renovation strategies to project how an investor may be able to optimally operate the asset.

The Analyst will also conduct market research on specific properties, and submarket data and local real estate taxes to understand macroeconomic trends, demand generators and market positioning opportunities. The Analyst may also assist with the production of written pitches and marketing materials, including executive summaries, asset strategies, market analyses and property descriptions. Concise professional writing skills are essential in this role.

The Analyst will be expected to be make outreach phone calls and talk investors through underwriting details, and/or lead investor property tours when needed. Participation in new business presentations and meetings is also expected.

EDUCATION and EXPERIENCE

Bachelor's degree (BA/BS) from a four-year college or university ideally in a business-related or finance field; 3-6 years of work experience, preferably in a financial or real estate capacity; MBA appreciated but not required.

BROKER LICENSE and SOFTWARE

The Analyst shall achieve his/her IL brokerage license within first six (6) months of employment, and should be proficient with the Microsoft Office Suite (Excel, Word, Powerpoint, etc.)

FINANCIAL ACUMEN and REASONING ABILITY

The Analyst must possess a strong grasp of basic financial principles and concepts that are crucial to the underwriting and valuation of real estate, and must have the ability to analyze, comprehend and interpret financial information.

COMMUNICATION and ORGANIZATION SKILLS

The Analyst should be able to effectively distill and communicate financial summary information to supervisors, team members and clients in an efficient and courteous manner. Additionally, the Analyst should be able to manage various time sensitive projects and prioritize accordingly to meet deadlines.