

Job Description

We are currently seeking a Senior Transaction Management Analyst that will help clients strategize, evaluate and execute real estate transactions to meet their business and occupancy needs. Position can be located in Dallas/Charlotte/Chicago

What this job involves?

Being in the forefront

As a Senior Transaction Management Analyst, you'll work primarily in developing strategies and supporting models for complex real estate transactions and also support in lease acquisitions, dispositions and other transaction and account management related projects. This position will be involved, in all aspects of the team's transaction activities, including, but not limited to, providing financial and valuation analysis; due diligence oversight; and assisting in the development of pitch, presentation and investment offering marketing materials.

Having the know-how

You'll need to have at least basic knowledge of qualitative and financial analysis. In this role, you will evaluate client building alternatives, lease options and track transactions on web based applications. You'll need to be able to extrapolates, analyze, and present data for management information reporting purposes. Moreover, you will be preparing detailed analysis, financial modelling including NPV cash flows and commission revenue forecasting as well as integrates complex occupancy scenario planning into financial analysis

Being a trailblazer and breaking new ground

This position will need someone who can takes independent action on reviewing and understanding real estate documents as part of the team's underwriting and due diligence process. Also, you will be charged with writing lease summaries and abstracts as well as updating reports, presentations and analyses. This role will also be tracking KPIs, prepare commission invoices, and general and ad hoc reporting as needed to support transaction activities.

Sound like you? Before you apply, it's also worth knowing what we're looking for:

Smart

A Bachelor's Degree in business, finance, economics or related field with a record of high academic achievement; also along with minimum of 3+ years of commercial real estate transactional experience and prior lease negotiation experience Real estate brokerage or salespersons license desired is highly preferred.

Dynamic and skilled

You'll need to be dynamic and skilled. You will be successful if you have advanced skills in utilizing Microsoft Suite (including Excel, Word, PowerPoint and Outlook), CoStar, and the ability to master company specific database programs. This will come handy as this job requires basic knowledge of financial terms and principles and elementary understanding of real estate and leasing business. Moreover, you'll need have advanced skills in financial, analytical, and reporting skills. An individual with ability and experience in modelling complete occupancy scenarios, including multi-family consolidations, city plans and metro consolidation will be highly valued.

Organized and analytical

You keep on top of things as you'll often need to reorganize your time day to day, to deal with your team's changing necessities and requests. Ability to comprehend, analyze and interpret documents and ability to solve problems involving several options in situations are high component of this position. You'll need to be a highly organized individual with strong analytical and quantitative skills.

Open and flexible

Excellent communication skills are important – both written and spoken – and we'll expect you to work independently, multi-task, and manage your time to meet deadlines. An individual with strong interpersonal skills with an ability to interact with all levels as well as having willingness to take on new challenges and assignments will be successful in the role. Most importantly, you'll want to work independently and within a team to build relationships and interact effectively with business partners and clients.

What you can expect from us

You'll join an entrepreneurial, inclusive culture. One where we succeed together – across the desk and around the globe. Where like-minded people work naturally together to achieve great things.

Our Total Rewards program reflects our commitment to helping you achieve your ambitions in career, recognition, well-being, benefits and pay. We'll offer you a competitive salary and benefits package.

With us, you'll develop your strengths and enjoy a career full of varied experiences. We can't wait to see where your ambitions take you at JLL.

Apply today!

JLL is committed to developing and maintaining a diverse workforce, and strongly believes in equal opportunity extended to all individuals in all aspects of the employment relationship. Please visit www.JLL.com for additional information on JLL's commitment to equal opportunity.

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