

Job Summary

This position assists in the marketing and placement of commercial real estate sales.

Main Responsibilities

- Prepare commercial real estate sales packages and submissions for presentations to buyers.
- Respond to buyer questions regarding properties and the overall commercial real estate market.
- Perform complicated financial modeling and spreadsheet analysis in Excel.
- Prepare and maintain financial models in Argus.
- Review and analyze legal documents and third party reports as part of the due diligence process.
- Coordinate information regarding market data, occupancy data, expense analysis, aerials, maps, rent/sales, comparable's.
- Prepare market analysis reports, including vacancy, absorption, and comparable rents and sales.
- Assist clients in preparing documentation for the closing process.
- Update and maintain data in company database.
- Update and maintain sales comparable's for all markets utilizing multiple information services to industry sources.
- Collect monthly operating statements and rent rolls on all the active listings from clients and prepare revenue trend reports for internal review.
- Prepare financial or executive summaries for all active listings.
- Organize and present data analysis, draw objective conclusions, and make recommendations.

Experience Required

- 1-3 years of experience in a financial analysis environment in the mortgage or commercial real estate industry.
- Strong research, analytical, and problem solving skills.
- Excellent organizational, interpersonal quantitative, writing and communication skills; able to interface with top level executives.
- Self-motivated, team-oriented and strong time management skills to prioritize deadlines.
- Ability to work independently with a team player attitude.

Education

- Bachelor's Degree in Real Estate, Finance, Accounting, or related discipline or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired.

Computer Skills

- Intermediate working knowledge of Outlook, Excel, and Word (Office 2010 version).
- Argus experience a plus.
- Database experience a plus

Environment

- Office – work with computers, copiers, and scanners.

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