



Date: May 4, 2022

Job Position: Acquisitions Analyst/Associate

Start Date: Immediate opening

Job Description:

Oak Residential Partners and Oak Realty Group are Deerfield, Illinois based multi-family and commercial real estate investment companies and are seeking a real estate professional to join its growing team as a Acquisitions Analyst or Associate. This person will underwrite and assist with new investment opportunities, as well as participate in due diligence assignments, conduct market research, and prepare investor materials and reports. This person will also assist the principals and asset management team with various financial modeling and analytical work related to the company's existing portfolio. Some travel should be expected. This is considered an entry-level/intermediate position in real estate and the candidate should have 1-5 years of relevant experience working in real estate investment and/or undergraduate study in business and finance with a real estate concentration preferred as well as excellent verbal, written, and organizational skills

Responsibilities:

- Underwrite potential investment opportunities in the multi-family, industrial, and office markets, including performing complex financial analyses (discounted cash flow, IRR, NPV), generating and reviewing assumptions and evaluating market fundamentals, location strength, demographic trends, rental rates, and vacancy.
- Participate in the due diligence process of potential acquisitions, including site inspections, market studies, and review of historical data, tenant leases, service contracts, comparable competitive properties, and other relevant data.
- Assist in the financing and equity placement of acquisitions through preparation of investor presentation materials as well as interaction with the company's lenders to arrange debt financing.
- Analysis and modeling of various projects related to the company's existing portfolio

Skills and Experience:

- 1-5 years of work experience in finance or real estate and/or study in a relevant field
- Strong analytical ability
- Proficiency with Excel strongly preferred
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Solid organizational skills and ability to multi-task
- Ability to complete work on a timely basis and meet tight deadlines

A compensation package commensurate with market is available including base salary, bonus package, and health benefits.

Qualified candidates should submit their resume and qualifications to careers@oakrp.com

