

NAI Hiffman

Position: Research Analyst

Oak Brook, IL

<http://www.hiffman.com>

About the job

NAI Hiffman has an open position for a highly motivated Research Analyst to join our fast-paced, collaborative team located in our Oakbrook Terrace office. The Research Analyst is responsible for providing commercial real estate research and analysis support to our brokerage and management teams. The ideal candidate will have strong data analysis, writing, communication, and project management skills and a track record of working successfully independently and as part of a team.

As part of the Research team, you will be responsible for tracking and analyzing local market data and deriving insights for colleagues and clients. You will develop a deep understanding of the trends, activities, and major players within the Commercial Real Estate (CRE) industry.

This position will primarily cover the local Chicagoland market working closely with brokerage professionals in a variety of CRE property types including industrial, office, and retail.

Core Responsibilities:

- Proactively updates and routinely maintains commercial property database(s) ensuring consistently accurate and current data including lease and sales comparables, development pipelines, vacancy rates, net absorption, and other data points and run database audits
- Track and maintain tenant, landlord, investment, and economic activity using internal and external resources
- Identifies and reports on market statistics and research data to uncover real estate trends for use as actionable insights in presentations, special reports, business opportunities, and white papers
- Compile, analyze, and interpret data required for writing quarterly market reports
- Work closely with the marketing team and agents to support brokerage by preparing research materials and communication for prospecting, pitch and/or proposal materials, and thought leadership, assuring the data quality is in accordance with corporate standards
- Attend internal brokerage meetings and external real estate conferences to gather insights on the commercial real estate market
- Work with business leaders to position research to contribute to business development efforts
- Interacts with core business units and administrative assistants on research products, databases, and services
- Respond to all internal and external client requests for data and information
- Assists in forecasting and economic outlook information for clients
- Perform other duties as assigned

Position Requirements:

- Bachelor's Degree: Business, Economics, or Finance preferred
- One-to-three years' experience in a corporate setting (doesn't have to be real estate)
- A demonstrated interest in commercial real estate
- Passion for telling stories with data
- Experience analyzing large datasets

- Advanced Excel skills
- Excellent written, verbal, and interpersonal communication skills
- Experience with data visualization tools (Power BI, etc.) a plus
- Experience with programming (R, Python, SQL) a plus
- Experience in data entry/data management
- Experience with time series analysis/forecasting a plus
- Experience with database operation, including an ability to efficiently and accurately update and audit data

Traits:

- Connection/relationship-building: ability to foster relationships with teams and stakeholders
- Confidence in preparing and delivering oral presentations
- Strong planning and organizational skills with a high degree of attention to detail and ability to prioritize tasks
- Highly proactive, conscientious, reliable, accountable, and flexible, allowing for the management of deadlines in a fast-changing environment
- Effective analytical and critical thinking skills; resourceful and willing to take initiative with an entrepreneurial spirit
- Ability to work under pressure to adhere to tight deadlines
- Intellectual curiosity: desire to invest time and energy in CRE knowledge
- Highly detail oriented
- Works well independently, as well as part of a team
- Ideal candidate would possess both analytical skill and creativity (Microsoft PowerPoint design, storytelling, and resourcefulness)