

DIR Development
Position: Development Associate
www.dirdevelopment.com



D.I.R. Development is a full service commercial real estate firm specializing in preferred development, design and construction management for its preferred medical, retail and office clients. The company acquired 8 new developments around Chicago in 2020 and is poised for similar growth in 2021 and is in need of a Development Associate to help in all aspects of the companys growth. You will be responsible for assisting in all aspects of the team including marketing, accounting, leasing, design and construction!

Responsibilities:

- Assist in organizational efforts to implement systems to streamline business operations
- Research and analysis of potential new deals and acquisitions in conjunction with contracted brokers
- Develop database of competing properties by tracking rents, vacancy rates, tax and operating costs and new market entries
- Assist in development and roll-out of new property management and building maintenance software. Assist team members in training, and ensure companywide adherence
- Assist accounting processes by ensuring financial details and records are properly processed including new tenant set-ups, invoicing, accounts receivable and accounts payable
- Manage vendor lien waivers, track tenant insurance certificates and invoices
- Create marketing material for lease and sale efforts
- Generate and distribute weekly and monthly reports to management
- Source new development opportunities

Qualifications:

- Bachelor's Degree in real estate, finance, accounting, marketing or related field required
- Experience with QuickBooks preferred
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word, Outlook)
- Strong written and verbal communication skills
- Suitability to an entrepreneurial culture that places a premium on performance
- Personable, values accuracy and displays ethical behavior when dealing with sensitive financial information
- Must possess strong organizational skills
- Self-starter personality, able to work well with limited direction
- Deal instincts and owner mentality
- Experience, knowledge, and understanding of real estate development a plus

The office is located at 9730 S Western Avenue, Evergreen Park and will require site visits to our properties around Chicagoland. If the above is exciting and you are open-minded, responsive to change and up to the challenges provided in a fast-paced environment, email a cover letter and resume to: management@dirdevelopment.com