

Brookfield Properties
Position: Financial Analyst, Capital Markets
<https://www.brookfieldproperties.com/>
Chicago, IL

Hillwood Investment Properties

Company Overview

Hillwood, a Perot company, is a full-service industrial real estate developer, investor and advisor, focusing on institutional-grade industrial properties. From acquisitions and joint ventures to development, property management and fund/asset management, Hillwood provides creative solutions for its customers and long-term value for its partners. Hillwood has experience in 52 markets across North America and Europe and has developed and acquired 205.3 million square feet (Q3-2020). For additional information, visit www.hillwood.com.

Position Summary

Hillwood is currently seeking a Development Coordinator in our Rosemont, IL office. This position primarily supports a Northeast regional, commercial real estate team in all aspects of the site development and building construction process. An ability to understand, monitor and communicate important legal contractual obligations and activities is important. The role also includes accounts payable/invoice administration relating to construction contracts and commercial lease agreements, as well as general office management.

Development

Responsibilities:

- Prepare contractor/consultant agreements and change orders, including negotiating original form agreements with legal and consultant verifying signature blocks, and obtaining insurance certificates and W-9s as needed.
- Coordinate timely receipt of all contractor/consultant deliverables.
- Maintain project checklists and project directories.
- Bank Loans – Work with corporate and development team to coordinate documentation for lenders/inspectors, including due diligence, utility/zoning verification, title work, etc. Work with accounting to prepare monthly construction draws.
- Construction – Verify and process monthly pay apps, change orders, lien waivers, etc. for each project. Distribute closeout documents at the end of each project.
- Work with development team and legal (internal and external) in preparing various easements, agreements, title and survey matters, etc.
- Work with development team, corporate, municipalities and other governmental agencies in obtaining/renewing/releasing Letters of Credit posted as improvement security and track critical dates.
- Work with local government agencies, utility companies, etc. in preparing applications, obtaining permits, etc. Verify use of correct entity, signature block, address, etc.
- Participate in weekly development meetings (individual, regional and corporate), keep task list updated and keep development team on track with tasks.
- Work with corporate and legal to maintain Corporate Critical Dates Report for agreements, contracts, permits, etc. and review weekly for upcoming dates, keeping team informed of such dates.
- Assist with preparation and updating of pursuit forecasts, budgets, tracking expenditures, etc.
- Assist in preparation of monthly and quarterly reports as requested by corporate.
- Work with corporate in maintaining building database of all projects in Quickbase as well as other tracking reports as needed.
- Maintain site, deal and competition database (Salesforce).
- Code and process development invoices; prepare and process development check requests.
- Work with corporate marketing in preparing distribution list for Construction Progress Photos and obtaining photographer, if necessary.

Acquisition & Disposition

- Work with acquisition/disposition team, development team and legal in gathering/coordinating due diligence, including maintaining checklist and cloud-based document storage (i.e., Box.com).
- Assist in obtaining assignment of contracts, as well as consents from contractors, consultants and governmental agencies.
- Arrange onsite inspection appointments with property management, tenants, and third-party consultants.
- Coordinate earnest money.

- Assist market leader, development team and legal with pursuit documentation, i.e., Confidentiality/Non-Disclosure Agreements, Letters of Intent, Purchase and Sale Agreements, etc.

Administration

- Make travel arrangements, following any travel policies in effect.
- Prepare and process expense reports, following any travel policies in effect.
- Code and process invoices, prepare and process check requests, set up new vendors.
- Coordinate client meetings, to include conference calls, meals, travel, etc.
- Assist in organizing special events.
- Keep calendars updated with meetings, travel, etc.
- Update contact database (Salesforce) as requested.
- Assist with preparation, production and organization of documents, correspondence, spreadsheets, reports, proposals, presentations, etc. using MS Office.
- Coordinate weekly project and pursuit meetings.
- Meet weekly with team to update all pipeline and land bank reports.
- Maintain insurance certificates on projects.
- Liaison with Hillwood IT and Security teams, as well as building office maintenance.
- Set up new offices, maintain office leases and critical dates and prepare/process rent checks.
- Assist in onboarding/offboarding of employees.
- Handle other various administrative/office tasks (i.e., office/kitchen supplies, mail/FedEx, janitorial, etc.).

Required Skills/Abilities

- Ability to handle confidential information and protect intellectual privacy.
- Strong organizational and analytical skills, with strong attention to detail.
- Excellent communication skills (verbal and written).
- Ability to work independently, multi-task, and self-manage deadline expectations across a team of independent project managers.
- Demonstrate high level of professional demeanor, integrity, ethics and leadership.
- Proficiency in MS Office software applications, Adobe or Bluebeam, Salesforce.

Education And Experience

- Bachelor's degree preferred.
- Minimum of 5 years' experience working in Real Estate and/or Construction.
- Real estate, construction management and project accounting experience a plus.

Brookfield Properties has an immediate need for a Financial Analyst-Capital Markets at the corporate office in Chicago, IL.

At Brookfield Properties, the foundation of our success is firmly rooted in our people.

Our company is comprised of experts across a range of specialties who share a goal of ensuring our properties are continuously evolving to meet the needs of our communities and stakeholders. To meet this goal, we hire visionary, entrepreneurial talent who help us innovate and enhance our business. We build collaborative teams who value integrity, creativity and diversity.

Our teams operate an iconic portfolio of irreplaceable properties within the world's most dynamic markets. As one of the largest real estate services companies, we provide management and development expertise exclusively for properties owned by Brookfield Asset Management.

Our retail group operates destination, standalone retail real estate globally, including over 150 malls in the United States. Our regional shopping centers create a sense of place in the heart of the communities in which we do business: offering retail, lifestyle, dining and entertainment options.

Position Overview

Overall, we seek qualities that display our company's core values which are Humility, Attitude, Do the Right Thing, Together and Own it.

Responsibilities

- Perform duties associated with financing/refinancing assets and financing request materials, including property underwriting, financing book due diligence, answering questions from potential lenders, bids/quotes analysis, loan document negotiation and

diligence, and response to third party inquiries

- Lead the process of building a financing book, including underwriting the asset, highlighting investment merits, and compiling relevant information one would need to get a holistic view of market status, tenancy, and performance
- Work with Property Management, Property Accounting, and Leasing to complete financing request package as well as answer Lender questions throughout the financing process
- Coordinate third party reports with lenders, including engineering, environmental, seismic, zoning, and appraisal
- Answer questions or concerns regarding properties in connection with loan transactions, securitization and other ongoing compliance matters
- Constantly monitor status of maturity ladder and potential refinancing activity
- Interact frequently with the Investments and Legal team around loan realities around potential asset sales, outparcel sales, changes in collateral, lease approvals, etc.
- Create monthly and ad hoc reports utilizing HFM, Excel, Business Intelligence or any other software needed
- Utilize third party applications for creation of reports
 - Monthly debt reports from Chatham Direct
 - Ad hoc scenarios involving all or certain groups of assets and debt metrics
- Perform other ad hoc analysis as needed, both property specific ("Property Summary") and portfolio
- Quarterly check of 10-Q/Supplemental information related to Brookfield Properties' debt and other details
- Assist in analysis of potential investments and preparation of approval memos used to evaluate investment opportunities
- Prepare reports, presentations and memos for senior management, board members, and third parties
- Continue to maintain relationships with lenders and other capital source providers post loan closing by helping with securitization and compliance questions
- Help with the negotiation and review of loan/legal documents

Qualifications

- High School Diploma or GED required
- Bachelor's Degree in Finance or Accounting (other fields considered with proven analytic capabilities)
- 2 – 4 years of financial analysis or analytical experience
- Individual must be able to handle a variety of issues and multiple projects simultaneously
- Must be a self-starter driven by intellectual curiosity
- Strong Excel and writing skills required; Data Science/Data Visualization skills big plus
- Organizational skills, attention to detail, and strong communications skills
- JD Edwards, ARGUS, Salesforce, Power BI, and HFM skills a plus
- Experience reading retail leases and understanding of tenant recoveries a plus