



NOW HIRING

APRIL 30, 2022 – GOOSE ISLAND – CHICAGO, ILLINOIS

INVESTMENT SALES ANALYST

Greenstone Partners is expanding, and we are looking for an Analyst to join the Investment Sales Team. Primary responsibilities for the position will include underwriting commercial investment properties, assisting in developing marketing materials, abstracting leases, and researching trends and dynamics in the real estate marketplace. The position is located in Chicago in the Goose Island neighborhood.

Job Description:

- Develop financial models and underwrite office, industrial, retail, and mixed-use properties.
- Work with the investment sales team to assemble confidential valuations and offering memorandums to present to clients and the marketplace.
- Abstract Leases and other property level documents.
- Study and research market trends, dynamics, and developments.
- Formulate investment summaries, property descriptions, investment highlights, and tenant overviews.
- Collaborate with the marketing department in producing marketing materials.
- Support brokers in day-to-day operations.
- Manage online property postings.
- Advance and grow the marketing database.

Qualifications:

- Bachelor's Degree with 1+ years' experience in Real Estate of Finance preferred.
- Proficient in Microsoft Office Suite, especially Excel.
- Tenacious problem solver and an ability to work well within a team.
- Strong organizational skills and detail oriented
- Fast learner with efficient communication skills
- Passion for the Commercial Real Estate Industry
- Work well under pressure in a fast-paced environment
- Experience in ARGUS Enterprise advantageous

ABOUT GREENSTONE PARTNERS

Greenstone Partners is a full-service commercial real estate brokerage company serving the needs of clients ranging from institutions to private investors. Greenstone has completed \$3.0 billion in transaction volume comprised of over 950 sales/leases. Greenstone's team of experienced professionals offer clients an array of investment sales, advisory, leasing and management solutions. For more information, please visit www.Greenstone-Partners.com.

Submit resumes to:

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