

## **Chicago Office Capital Markets - Investment Analyst Job Description**

The analyst will be dedicated to the Colliers Chicago Office Capital Markets Team and gain broad exposure to all aspects of commercial real estate transactions including investment sales, due diligence/underwriting, and debt and equity placement. The position will have a strong emphasis on analytics, financial modeling, and market research. Preparation of investment proposals, investment memorandum and other collateral will include writing narrative, creating Argus cash flows and gathering data. The candidate will work independently and in collaboration with others on a variety of projects.

Responsibilities will include but are not limited to the following:

- Preparation and distribution of offering memorandums for prospective investors
- Extensive written and verbal communication with clients and prospects
- Support the team in deal tracking, investor follow up and property tours
- Create and edit Argus files for analysis and input into proprietary Excel valuation models
- Working in a team environment with direct interaction with team marketing coordinator
- Support investment brokers in analyzing real estate investments and preparing investment proposals for potential sales, including a heavy emphasis on financial modeling
- Evaluating and reading lease language and understanding impact to real estate value
- Expected to be involved in industry events including conferences, seminars, and webinars some which are in the evening
- Learning the office market, including submarkets, owners, property metrics
- Candidate is expected to have, or obtain, an Illinois Brokers License

### **Experience and Qualifications:**

- BA/BS degree or higher in finance, economics or related field with strong record of academic achievement
- 1-2 years of related job experience required
- ARGUS AE valuation and financial analysis experience is required
- Illinois Brokers License a plus
- Highly skilled in modeling investments in Excel
- Strong writing skills for preparation of marketing and investment presentation materials
- Knowledge of InDesign a plus
- Knowledge of DCF, NPV and cash flow models
- Strong financial and analytical ability with solid organization skills and ability to multi-task
- Intermediate understanding of real estate fundamentals
- Highly-developed verbal and written communication skills
- Ability to work independently and as part of a team
- Proactive thinking with detail-oriented and creative problem solving approach

Please submit a cover letter and resume to [alissa.adler@colliers.com](mailto:alissa.adler@colliers.com)