

**Job Title:** Analyst – Acquisitions

**Location:** Northpond Partners' Office - 640 North LaSalle Street, Chicago, IL

**Job Description:** Opportunity to join a growing real estate firm and become a vital team member. This position will report to senior management and will assist throughout the transaction process on new acquisitions. This role will have a high ceiling allowing the individual to develop their career with a hands-on experience to real estate investing alongside direct interactions with the Principals.

**Responsibilities:**

An Analyst has the following daily responsibilities and duties:

- ☐ *Underwrite, model and analyze potential investment opportunities*
- ☐ *Build cash flow projections using ARGUS and Excel software*
- ☐ *Assist in the review materials as part of the due diligence process*
- ☐ *Abstract key documents including leases*
- ☐ *Provide analysis of deal level and financial information*
- ☐ *Maintain opportunities and transactions tracking databases*
- ☐ *Develop well-structured written & graphical materials, including but not limited to:*
  - ☐ *Investment committee memos and presentations*
  - ☐ *Business Plans*

**Requirements:**

An Analyst should have the following skills, education and experience:

- ☐ *Bachelor's degree in accounting, finance or related field*
- ☐ *1-3 years of applicable experience in real estate*
- ☐ *Displays strong personal responsibility and entrepreneurial attitude*
- ☐ *Ability to problem solve and think critically*
- ☐ *Proficient in Excel and Argus*

**Compensation & Benefits:**

Northpond Partners will provide the following benefits:

- ☐ *Competitive salary, bonus, and PTO Package*
- ☐ *Company paid Health and Dental Insurance*
- ☐ *Company 401k 3% contribution plus profit sharing*

**About Northpond Partners:** Northpond Partners focuses on the acquisition, development, and redevelopment of retail and mixed-use real estate. One of Northpond's continuous efforts is to build a cohesive team with a common goal and belief. We take great pride in the diverse skills our team has, with experiences encompassing development, asset management, zoning, entitlement, leasing, fund management, and finance. Learn more at [www.northpond.com](http://www.northpond.com).

To apply please reach out to [hr@northpond.com](mailto:hr@northpond.com).

