



Position Title: Asset Management Associate

Company Pritzker Realty Group (“PRG”) is a real estate investment firm founded by Penny Pritzker to pursue development and value-add equity and debt opportunities in real estate assets, portfolios, and joint ventures throughout the United States.

Position PRG is seeking an experienced Asset Management Associate to work closely with PRG’s Asset Managers and third-party property managers to oversee a diverse portfolio of Class “A” industrial and multifamily properties. The Asset Management Associate is responsible for the overall economic performance of the properties through diligent budgeting and ongoing oversight, including revenue growth, expense management and other financial goals, together with overseeing the physical condition of the properties and ongoing capital projects. The Asset Management Associate will conduct regular property visits to ensure PRG’s objectives are being attained and will summarize property level reporting for internal and external audiences. This is an opportunity to join a dynamic, expanding, fast paced and entrepreneurial team. Additional responsibilities will include:

- Analyze monthly property financials and performance metrics in pursuit of improving cash flow and investment returns
- Review budgets and annual plans prepared by third-party property managers and summarize performance against plans for internal and external audiences
- Prepare quarterly asset valuations, reforecasts, and portfolio reports
- Review annual CAM expense reconciliations provided by third-party property managers
- Monitor compliance with debt covenants, lender reporting, and insurance requirements
- Complete regular property inspections as part of monitoring property performance, management execution, and capital needs
- Responsibilities likely to expand as PRG’s portfolio continues to grow

This position is based in Chicago, IL and requires occasional travel, including to PRG’s satellite office in Oak Brook, IL

Qualifications The ideal candidate will be a high-integrity, self-driven, inquisitive, and resourceful individual with:

- Minimum of 3-5 years of professional experience in an asset management capacity
- Familiarity with property accounting statements / concepts (IS, BS, CF, Accrual / Cash)
- Experience in CAM reconciliations and annual budget reviews
- Strong quantitative and analytical skills along with excellent communication skills
- Advanced proficiency with Microsoft Excel and experience conducting property valuations
- Exposure to partnership structures, leases, purchase & sale agreements considered a plus
- Transaction experience (acquisitions / dispositions / financings) considered a plus
- Knowledge of Yardi, RealPage, or Argus software considered a plus
- Bachelor’s degree with a competitive GPA
- Team orientation, flexibility, and the ability to work well under pressure

Contact: To be considered, please submit a resume to hr@psppartners.com.