

Job Description: Real Estate Associate

Strategic Properties of North America (www.spofna.com), a real estate investment firm based in Skokie, IL, is seeking a Real Estate Associate who will be responsible for supporting the acquisitions team. The position is ideally suited for a highly motivated, detail-oriented individual with a solid real estate background, and strong work ethic. This individual should have the desire to be a part of a rapidly expanding company, and work within a team of other highly motivated individuals.

This position will report to the acquisitions team.

Duties will include:

- Build, edit, and manipulate financial cash flow models using Microsoft Excel or an online apartment modeling program
- Underwrite and evaluate potential multifamily acquisitions
- Assist in conducting due diligence and financial modeling for new acquisitions and dispositions
- Research market sales comps, rents, construction costs, real estate taxes and other information necessary to underwrite acquisitions of existing properties and new development opportunities
- Analyze property financials and performance metrics for existing assets in pursuit of maximizing revenue and minimizing expenses
- Provide recommendations and implement changes for property improvements based on thorough analysis and experience
- Prepare investment decks in PowerPoint based on our model and the deal attribute
- Prepare narratives and financials for investor reporting
- Assist in the development and monitoring of strategies to maximize asset values within the portfolio
- Complete and participate in property inspections and appraisals as part of the acquisition process
- Problem solve property and portfolio level issues through research, analysis and implementation
- Project, underwrite, price contracts and provide transition to our Asset Management group who implement and monitor capital improvement projects
- Work with the head of acquisitions to do the due diligence necessary to complete the transaction

Following are the requirements for the position:

- 4-5 years' experience of real estate industry experience
- Already located in Chicago. No non-local candidates will be considered
- Bachelor's or Master's degree (prefer real estate, business or finance)
- At least 3 years' experience underwriting apartment investment models
- Excellent MS Excel skills with ability to do macros and to model portfolios of apartment assets in the same model
- Experienced in using Excel to the extent that if given a rent roll and T12, an underwriting using a model new to the candidate is quickly understood and a draft model is produced.
- Strong management skills, with an ability to work independently and multitask
- Highly motivated, with a positive "can do" attitude
- An analytical approach with a results-oriented mindset
- Ability to think like an owner in all decision making
- Entrepreneurial spirit with a willingness to do what is necessary

Salary commensurate with experience.

June 28, 2022