



Date: April 20, 2021

Job Position: Senior Analyst – Asset Management

Start Date: ASAP

Job Description:

Oak Residential Partners, LLC, a Deerfield, Illinois based multifamily real estate investment company, is seeking a real estate professional to join its growing team as a Senior Analyst on its Asset Management team. This person will assist in all facets of our operation, which includes, but is not limited to, property oversight and value enhancement of our growing portfolio.

Primary responsibilities include creating and analyzing detailed financial spreadsheets, portfolio analysis, coordinating and implementing capital improvement projects, asset management on existing owned properties, comprehensive underwriting and due diligence on potential investment opportunities including site inspection, Pro Forma analysis, conducting market research and analysis as well as compiling and preparing investment presentations. The candidate will also participate in and assist in financial reporting. The role requires an individual that is proficient with financial modeling of real estate investments. Some travel should be expected. The candidate should have at least two years of relevant experience working in real estate investment and/or undergraduate study in business and finance with a real estate concentration preferred as well as excellent verbal, written, and organizational skills. Experience in the multi-family space is preferred, but not required. A background in asset or property management is a strong plus.

Responsibilities:

- Strong analytical and modeling skills with detailed data collection and analysis
- Monthly portfolio tracking including key deal metrics (occupancy, concessions, NOI, etc.)
- Coordinate, implement and track progress of capital expenditures/property improvements
- Review and analysis of monthly financial reports
- Participate in the due diligence process of potential acquisitions, including site inspections, market studies, and review of historical data, tenant leases, service contracts, comparable competitive properties, and other relevant data.
- Assist in the preparation of financial reports, including investor presentation materials
- Analysis and modeling of various projects related to the company's existing portfolio

Skills and Experience:

- At least two years of work experience in finance or real estate and/or study in a relevant field
- Strong analytical ability
- Proficiency with Excel, Microsoft Office, Yardi, Yieldstar and utility billing programs
- Excellent verbal and written communication skills





- Ability to work independently and as part of a team
- Solid organizational skills and ability to multi-task
- Ability to complete work on a timely basis and meet tight deadlines
- Problem solving skills to reflect level of responsibilities
- Attention to detail and accuracy required

A compensation package commensurate with market is available including base salary, bonus package, and health benefits.

Qualified candidates should submit their resume and qualifications to mcohen@oakrp.com