

Title: Tax Oriented Investments- Underwriter- Associate

Location: Chicago ,IL

Link:

https://jpmc.fa.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/210166716/?utm_medium=jobshare

Job Description

Specific Responsibilities:

- Conduct preliminary feasibility analysis of prospective investment opportunities received from syndicators;
- Preparing internal preliminary approval presentations and updating data base;
- Preparing site visit packages for Transaction Manager and, when appropriate, participating in interviews of developers and other development team members;
- Analyzing the adequacy of third-party market studies and other data (e.g., appraisals, reports, etc.) for prospective markets;
- Performing independent research and analysis of demographic / socio-economic conditions of the prospective market;
- Analyzing proposed pro forma rents, operating budgets and, as applicable, federal and other subsidy programs (e.g., Section 8, Public Housing, etc.);
- Review project documents (e.g., loan documents, regulatory agreements, etc.) for conformance to acquisition guidelines and consistency with transaction modeling;
- Assisting with due diligence document control, including checklist management with syndicators, developers and outside legal counsel;
- Assisting with the preparation of Investment Summary for review by Transaction Manager and approval by Investment Committee;
- Participating in presentation of proposed investment to Investment Committee;
- Assisting with final closing as well as post-transaction closing administrative tasks and hand-off of transaction to Pre-Stabilized group; and
- Participating in meetings with syndicators and fostering a professional relationship among syndicator partners and industry colleagues.
- Graduate of an undergraduate program in business, finance, real estate, urban planning or other related field is a plus

Qualifications

- Strong analytical and problem solving skills.
- Superior communication (written and verbal presentation) and quantitative skills.
- Advanced PC skills with experience working with spread sheets and databases.
- Detail-oriented and accurate, with a strong desire to learn and excel.
- Ability to work independently and interact with different levels of management.
- Ability to prioritize workload and competing demands for time and attention.