

Job details

Salary

\$55,000 - \$65,000 a year

Job Type

Full-time

Number of hires for this role

1

Full Job Description

Newmark is one of the largest real estate services firms in the world with over 18,800 professionals, 750 million square feet under management, and approximately 500 offices in established and emerging property markets worldwide. With 142 offices in the United States, 16 offices in LATAM, 182 offices in EMEA and 156 office in APAC.

Tapping into smart tech and smarter people, Newmark brings ingenuity to every exchange and transparency to every relationship. We think outside of boxes, buildings and business lines, delivering a global perspective and a nimble approach. From reimagining spaces to engineering solutions, we have the vision to see what's next and the tenacity to get there first.

Job Description:

Assist with our Cannabis Practice Group in executing and managing the transaction process for all states that are legalizing cannabis. Will include evaluating zoning and permitting for cultivation sites, dispensaries and grow sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with project initiation and scope definition, prioritization of assignments, and adherence to client-driven priorities, commitments, and milestones.

Drafts and creates a large variety of detailed analyses and relevant documents, including but not limited to: project initiation, market comparable reports, Requests for Proposals (RFPs), proposal comparison packages, letters of intent, and broker's opinions of value.

Incorporates data from multiple sources to generate monthly reports, ensuring accuracy and data integrity in project reporting for Portfolio Planning and Transaction Management teams.

Assists with the coordination of all transaction activity (commissionable and non-commissionable), preparing commission forecasts and vouchers, and accounting for all savings results achieved on behalf of clients.

Prepares and presents financial analysis results for Portfolio Planning and Transaction Management projects. Understands how to calculate book and cash flow projections, NPV (net present value), and/or IRR (internal rate of return) to enable clients to make more informed decisions.

Manages and supports Corporate Real Estate system involving tracking lease information, property values, capital expenditures, rental rates, and real estate assignments

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

No formal supervisory responsibilities in this position. Provides assistance and oversight such as technical guidance, and/or training to coworkers. May lead project teams and/or plan, and supervise assignments of lower level employees.

Desired Skills and Experience QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree (BA/BS) from four-year college or university and a minimum of 1 to 3 years of related experience and/or training.

CERTIFICATES and/or LICENSES

Real Estate Salesperson license preferred.

COMMUNICATION SKILLS

Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information.

FINANCIAL KNOWLEDGE

Requires advanced knowledge of financial terms and principles. Conducts advanced financial analysis.

REASONING ABILITY

Ability to comprehend, analyze, and interpret complex documents. Ability to solve problems involving several options in situations. Requires advanced analytical and quantitative skills.

OTHER SKILLS and ABILITIES

Advanced skills with Microsoft Office Suite.

Job Type: Full-time

Pay: \$55,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Referral program
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

Supplemental Pay:

- Bonus pay
- Commission pay

COVID-19 considerations:

Newmark follows all local, state, and federal mandates.

Work Location: One location