

**JOB TITLE:** ASSET MANAGEMENT ANALYST**DEPARTMENT:** Asset Management**DIVISION:** Central**FLSA:** EXEMPT**DATE OF REVISION:****1. PRIMARY FUNCTION**

The Asset Management Analyst will primarily focus on the reporting, metrics and strategies of a group of new construction multi-family real estate projects as well as provide support to the development, design management and accounting teams. This position supports the Asset Manager with analytics and due diligence required to meet the performance goals of the project.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide feedback and variance reports for monthly operating statements, annual operating budgets and business plans for new assets.
- Work with property management, leasing and other personnel responsible for the asset to review key metrics (rents, absorption, closing ratios).
- Develop strategies to maximize value of real estate portfolio by working with peers in Development, Design Management, Accounting and other areas as well as with senior management personnel.
- Participate in the marketing material creation/review process for new assets.
- Perform necessary analytical tasks as related to the review of loan docs, appraisals, expenditures, insurance, draw requests and other tasks.
- Inspection of individual assets on an as-needed basis, including documentation of necessary action items.
- Oversee preparation of weekly and monthly update performance reports on assets – recommend strategies to meet/exceed goals.
- Responsible for researching market data on comp set and new development projects.
- Work with senior management to develop dashboard metrics and enterprise reporting systems.
- Design, develop and refine tailored real estate financial (e.g., cash flow, valuation, reforecast) and business models using Excel to support the decision-making process for real estate transactions.
- Create sales packages and participate in due diligence for asset disposition.

**3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Other responsibilities as assigned.

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

**4. KNOWLEDGE AND EXPERIENCE REQUIRED****A. EDUCATION:**

- Bachelor's Degree in Business, Finance or related field
- Experience in multi-family asset management is preferred

**B. LICENSES OR CERTIFICATIONS REQUIRED:**

None

**C. RELATED WORK EXPERIENCE: [√]** None 4 - 6 years 6 months to 1 year 7 - 9 years 1 - 3 years 10 or more years

- Ability to develop and maintain courteous and effective working relationships with clients, tenants, vendors and/or any other representative of external organizations.
- Strong computer skills, preferably using Windows applications, budget systems, and Yardi/OneSite.
- Strong organization skills and the ability to manage multiple projects simultaneously.
- Ability to work in an unstructured environment, think both strategically and tactically, and manage complexity and achieve results constantly shifting priorities.
- Excellent problem solving, negotiation, influencing, and persuasion skills, including the ability to cultivate multiple networks

**D. OTHER CONSIDERATIONS (*communications, interpersonal skills, etc.*):**

- Analytical
- Integrity
- Team player
- Flexible/Versatility
- Attention to detail and organized
- Driven
- Demonstrated initiative
- Proactive
- Multi-tasker
- Strong communication skills (both verbal and written)

**APPROVALS:**\_\_\_\_\_  
TEAM LEADER\_\_\_\_\_  
DATE\_\_\_\_\_  
HUMAN RESOURCES\_\_\_\_\_  
DATE

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