November 5, 2015

JPI JOB DESCRIPTION

JOB TITLE: MARKET RESEARCH ANALYST

DEPARTMENT: Development

DIVISION: Western Division

FLSA: Exempt

DATE OF REVISION: 11/05/2015

1. PRIMARY FUNCTION

Provide research and analysis to the Western division as it relates to the acquisition, development, asset management, and disposition of multifamily properties. Conduct independent market research and utilize various multifamily data resources to support business decisions, including supply and demand analysis, rent comp analysis, and market write-ups.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES (Should be a minimum of 5-8)

- Create and maintain a database and corresponding aerial map of all multifamily properties in the pipeline, recently completed construction, recently sold assets, recently sold land parcels and currently operating properties.
- Analyze the created database to understand estimated development yields (Return on Cost), cap rates on stabilized asset sales, and current/forecasted submarket performance for comparable projects where the company has a development in the pipeline.
- Closely monitor trends in the multi-family markets and economics for the Western Region
- Collect, maintain, and monitor competitor information in a database. Information to include capital investors and features of new developments.
- Maintain and improve TDI's proprietary Rent Pricing and Unit Mix Models.
- Analyze and recommend potential rents for new development projects.
- Review and qualify 3rd party market research studies for new development projects.
- Prepare investment summaries and presentations for current and future pipeline deals including the preparation of supportive analysis for lenders and investors.
- Special Projects: Support the San Diego and Corporate teams as necessary.

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (Could be 1-3)

- Build networking capabilities through attending industry conferences and meeting people in the broker community.
- Discuss market conditions, forecasts and strategies with brokers to gain further data.

The 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 Administration with a major in Finance, Accounting or Real Estate

Or

- Bachelor's degree with a major in Economics, Engineering, IT, or Mathematics/Statistics

B. LICENSES OR CERTIFICATIONS REQUIRED:

C. RELATED WORK EXPERIENCE: [√]

[ ]	None	[ ]	4 - 6 years
[√]	6 months to 1 year	[ ]	7 - 9 years
[ ]	1 - 3 years	[ ]	10 or more years

Describe the nature of the prior experience (*what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.)*):

- This is an entry level position where some business experience working with Excel is beneficial. Previous work as an analyst would be helpful.
- Prior knowledge of MS Visual Basic and the ability to create/modify macros is a positive.

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

- Ideal candidate is dedicated, self-motivated, hard-working, and continuously strives to improve
- Working knowledge of Microsoft Office applications including: Excel, Word and PowerPoint
- Strong communication skills including writing/composition, oral, and listening skills
- Some knowledge of corporate finance, accounting and valuation methodologies is helpful
- Must possess a positive attitude and work well with team members in an open, professional work environment
- Strong ability to conduct online research in an efficient manner
- Multi-tasker with ability to prioritize
- Attention to detail and organized
- Logical thinker with strong desire to learn skills that improve efficiency (ex. Macro formulation, database creation, programming tools)
- Proactive
- Flexible / Versatility
- Analytical
- Driven
- Integrity
- Demonstrated initiative

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