

Acquisitions Analyst

Northern Virginia real estate and private equity firm seeks an ambitious, self-starter, looking to gain a valuable learning experience in entrepreneurial commercial and residential real estate transactions. Candidate would be working directly under a firm's Principal in order to assist with a multiple array of short-term assignments and longer-term projects. The Real Estate Analyst's work is guided by the Principal, but performed somewhat independently. The Real Estate Analyst prioritizes the work under the counsel of the Principal, and must be able to seek guidance when needed.

Responsibilities:

- Manage, manipulate, update and analyze spreadsheets and invoicing information for various contractors and other hired consultants
- Assist Principal with drafting various real estate and construction oriented memorandum in addition to preparing presentations for internal and external use
- Work with the Principal to develop processes and procedures for a variety of existing and new business initiatives
- Travel to various sites to attend meetings with consultants and/or contractors, prepare summary notes of those meetings for the Principal, and conduct any requested field inspections.
- Assist in the monitoring of any construction and renovation, reporting cost overruns, scheduling delays, substandard construction quality or any other issues that might affect maximizing the potential value of an asset.
- Review and analyze all financial statements (monthly and quarterly) provided by property management for a particular asset.
- Help prepare financial models, variance analysis, and gather any relevant market comparable and demographic data for perspective assets.

Skills:

- Advanced proficiency with Microsoft Office suite required and experience with ARGUS is a plus.
- Demonstrates the ability to manage multiple projects and prioritize assignments to meet agreed upon deadlines.
- Possess excellent organizational, writing, communication and computer skills.
- Some working knowledge and experience with commercial real estate (multifamily, retail, office & industrial) properties is a plus.
- Exhibits good professional judgment, analytical and problem solving skills
- Ability to interpret data and offer recommendations based on these interpretations

This position provides:

- Competitive salary
- Comprehensive benefits package including health, dental and vision insurance, 401(K), life insurance, vacation, and paid training
- Opportunity for growth within the company

Requirements include a Bachelor's Degree and any recent experience with a private real estate investment company or other real estate company is desirable. Qualified candidates should submit resumes including salary requirements and date of availability via fax to (703) 742-3336 or e-mail to scott.kallivokas@rerfin.com.