



## Investment Property Sales Analyst Job Description

This individual will directly support and will work closely with the company President and Director of Investment Property Sales located in the Milwaukee office. The Analyst will be responsible for a range of activities supporting the listing and sale of a diverse variety of investment properties throughout Wisconsin and the Midwest. Property types include apartments, retail, office, industrial and land. A Wisconsin real estate sales license will be required and can be obtained while on the job. Ideal candidate will be hard-working and possess excellent communication and analytical skills.

### Primary Responsibilities

- Property Financial Underwriting
  - Lease abstracting
  - Operating statement analysis
  - Cash flow modeling in Argus and Excel
- Marketing Material Preparation
  - Draft Offering Memoranda
  - Preparing Broker Opinions of Value
- Due Diligence Oversight
  - Document delivery coordination
  - Due diligence property tours
- Market Research Coordination
  - Preparing market research reports
  - Tracking sale transactions
- Customer Database Management
  - Calls to update prospect investment criteria and determine interest in listings

### Skills/Experience/Education Required

- Graduate degree or undergraduate degree acceptable with Real Estate orientation and/or Accounting and Finance
- One year or more of work experience with a bank, real estate company or related industry
- Oral and written communication skills
- Analytical and computer skills
- Strong working knowledge of cash flow modeling
- Excel skills required and Argus experience preferred
- Knowledge of appraisal fundamentals
- Knowledge of property-level financial statements



- Strong team player
- Strong work ethic
- Committed to delivery of the highest quality work product with a strong attention to detail
- Ability to effectively prioritize & handle multiple tasks
- Ability to work under tight deadlines and in a team environment

### **Compensation**

Compensation is skewed toward performance incentive with a combination of base salary plus bonus - amount to be determined based on applicant's knowledge and experience.

### **Contact**

Interested parties should call 1-888-405-1760. This is a recorded message with applicant instructions.

