Downloaded from <https://www.velvetjobs.com/job-descriptions/brokerage-analyst>

# Example of Brokerage Analyst Job Description

Our growing company is hiring for a brokerage analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for brokerage analyst

* Assisting with all aspects of property underwriting, valuation and marketing
* Writing and preparing detailed confidential information memorandums, other marketing material, presentations and advisory documents
* Creating financial models using Argus Software and Excel and performing other financial analysis to assist in the valuation of properties across all major asset classes
* Reading and summarizing property leases and other legal documents including financing documents
* Reviewing third party reports including appraisal, building condition and environmental reports
* Collecting real estate market information and maintaining research databases
* Staying current with new listings and sales transactions across Canada
* Communicating effectively with clients, internal stakeholders, legal counsel, and other parties involved in the property sales process, regarding property valuation and due diligence issues
* Provides input into process operational or process integration, such as
* The Analyst is an individual team contributor with no supervisory responsibilities

## Qualifications for brokerage analyst

* 6-7 minimum years of relative experience, better if on Derivatives, OTC, FX, etc
* Minimum of one year experience in a related financial services role
* Team player, keen attention to detail and the ability to accomplish assignments on an independent and timely basis
* Computer literate and familiar with most packages including Excel
* Prior experience or interest in finance
* Interest in and understanding of prime brokerage business