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# Example of Brokerage Analyst Job Description

Our company is hiring for a brokerage analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for brokerage analyst

* Track and analyze underlying economic, demographic, financial and regulatory trends that could impact industrial property investment
* Assist in the production of and perform specific market research offering memoranda, proposals and presentations utilizing internal and external resources
* Assist team with business development
* Support strategic planning activities by providing financial analysis, financial reporting, strategy development, tactical implementation and special projects as assigned in order to support the decision making by clients and brokerage team
* Perform qualitative and quantitative financial analyses including development of pro forma financials on a pre-tax, after-tax, net present value cash flow and book bases
* Weekly update and tracking of existing transactions
* Perform complex financial analyses with minimal supervision, including cash flow projections, valuation models, sensitivity analyses
* Prepare lease abstracts and critical date reports
* Create and maintain accurate building specification sheets for team’s portfolio
* Prepare detailed financial analysis, including NPV cash flows and portfolio opportunity mining, occasionally performing complex financial analyses (e.g., headquarters, master plans, ) with supervision

## Qualifications for brokerage analyst

* Strong Excel skiils
* Math/Finance degree with statistical and/or financial modeling helpful
* Daily review and reporting of movements in the business’s balance sheet
* 2-3 years’ related legal experience at a reputable law firm, hedge fund, asset management firm, investment bank or regulator
* Solid work ethics and high levels of motivation and pro-activity
* 3-4 years of relevant Experience in financial markets in a numerate and technical role (ideally risk or trading)