



Example of Estate Analyst Job Description

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Our growing company is hiring for an estate analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for estate analyst

- Prepare high quality Power Point presentations and present Corporate Real Estate data to the Bank's Executive team
- Maintain proforma template and market assumptions
- Maintains and utilities database to properly bill for pro-rated share of utilities (gas and electric, potable and reclaimed water, DI water)
- Acts as a liaison between the company and various landlords
- Reviews and reconciles rent and common area maintenance (CAM) charges
- Work as part of a Real Estate Investment team to provide in-depth analysis of potential real estate transactions
- Perform financial modeling and analysis of potential real estate transactions
- Track and report information relevant to real estate transactions
- Interact professionally both internally and externally with senior management, originators, borrowers and investors
- Acquire title and ownership information from outside sources as required

Qualifications for estate analyst

- Experience within UK market Real Estate preferred
- Experience of independently sourcing real estate investment preferred but not required
- Entrepreneurial and desire to learn through experience
- This position does not require frequent travel, less than 10%

