

Asset Management Analyst

Rank: AD – Asset Management Analyst RE
GRCF Role Profile (Job code): ZS1443
GRCF Role Family: Corporate & Institutional Clients
Target Hire Date: May 2017
OU: V EVP
Function Category: Management and Business Support, Operations

Your role

Do you have a strong investment focus? Are you a detailed-oriented multitasker? We're looking for someone like that to:

- Provide analytical and asset management support on a portfolio of 20-25 properties;
- Review and monitor legal documents such as leases and lease modifications, tenant estoppels, management, leasing and partnership agreements, loans, vendor contracts, etc.;
- Evaluate leasing alternatives and pricing strategies;
- Assist in the development and analysis of annual operating budgets;
- Review weekly and monthly reporting packages and evaluate variances and trends in operating income and expenses;
- Prepare internal reports including hold/sell analysis and quarterly reporting;
- Verify property level information for appraisers and real estate tax consultants;
- Review, monitor and recommend approval of capital disbursements;
- Assist in the maintenance of lease data collection systems;
- Travel to assigned properties to better understand market and building issues/opportunities;
- Assist in property dispositions, including analysis of purchase offers, interaction with sales brokers and preparation of internal investment committee brief;
- Assist in due diligence of potential acquisitions including expense analysis, lease review and underwriting assumptions and modeling review;
- Assist in special assignments as needed for other areas within UBS Realty Investors.

Your team

You'll be a member of the San Francisco based Asset Management group.

Your experience and skills

- Analytical skills;
- Oral and written communication skills;
- Proficiency in Word and Excel;
- Proficiency in Argus;
- Negotiation skills;
- Team building - ability to develop good working relationships with others;
- Interpersonal Skills/Team Orientation - ability to develop good working relationships with internal and external team members;
- Time Management/Organizational skills;
- Undergraduate or graduate degree with emphasis on business, real estate and related fields.