



**Asset Management Analyst**  
FIRST NATIONAL REALTY PARTNERS

**Job Category:** Research/Consultancy

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Experience:** Minimum 2 years

**Posted On:** 21 Apr 2024

**Application Deadline:** 20 May 2024

## Job Context

- The Asset Management Analyst is responsible for supporting the day-to-day tasks and initiatives of the Asset Management department working to manage a large portfolio of commercial properties in addition to working on prospective deals in the company's pipeline. This position has no direct reports.

## Job Description/Responsibility

- Collaborate with all other departments to formulate, implement and communicate the property level business plan.
- Interface with lenders to provide reporting packages and funding draw requests.
- Develop financial models for reforecasts of current portfolio.
- Audit property financial statements and provide recommendations to Asset Manager
- Assist in the preparation and development of annual property budgets.
- Perform market research (i.e., mobile data, demographics) for prospective and current projects.
- Work with the asset management team to perform due diligence on prospective acquisitions including but not limited to underwriting cash flow, reviewing historical operating statements, and serving as a liaison with the debt origination team.
- Determine asset valuation at acquisition and disposition for assets which includes pro-forma analysis from Leasing, Development, and Asset Management.
- Run ad-hoc disposition and refinance analyses on various properties to determine the highest and best opportunities for use of capital and expenses and distributions.
- Prepare financial analyses which provide guidance and aid in decision making with respect to capital investments, leasing, and operational decisions.
- Create processes and procedures to help scale the company.
- Perform all other duties as assigned.

## Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

## Additional Academic Requirements

- Bachelor's degree in accounting, finance, business, or related field

### **Experience Requirements**

- Minimum 2 years of experience is required.

### **Additional Experience Requirements**

- 2 years of prior real estate experience, specialized experience in the retail sector a plus

### **Skills Requirements**

- Strong data analysis, organization, and presentation skills
- Proficient in Microsoft Excel, Teams, Argus Enterprise, MRI, and Nexus Payables
- Financial modeling and statistical reporting knowledge and experience with proficiency with financial concepts such as internal rate of return, return on investment, discount rate, capitalization rate, net present value and net effective rent.
- Ability to prepare budgets, forecasts, variance reports and other reports as needed
- Effective verbal and written communication skills with the ability to effectively present complex information in a concise manner and respond to questions from top management and others throughout the company.
- Demonstrated ability to manage multiple priorities and deadlines including working with multiple teams and departments within the company
- Ability to work extended hours, weekends, and holidays pursuant with industry demands
- Willingness to travel up to 5% to various properties as directed by Asset Manager

### **Work Area**

- Applicant should have experience of working in the following category(ies): Research/Consultancy

### **Industry Type**

- Experience should include the following skills: Real Estate/Developers

### **Job Location**

- Anywhere in the country

**Address:** Red Bank, NJ, Red Bank, NJ, United States

**Company Profile:** Real Estate

**Company Website:** <https://fnrpusa.com/>