

Real Estate Analyst Job Description

Duties and Responsibilities:

- Track and analyze all aspects of the local commercial real estate market
- Proactively leverage on knowledge from research for products, client projects, and business development efforts
- Develop, implement, and lead strategic office research plan that aligns with the firm's local business objectives
- Serve as a market "expert" with extensive detailed knowledge of the macro and micro factors affecting the market
- Responsible for managing the production of all local research reports and collateral, expanding and improving the research platform, program, and output
- Positively represent the organization by building strong relationships with internal and external clients, including being personally client-facing and externally focused on new business efforts
- Contribute to business development efforts by working with marketing teams and business leaders to position research
- Maintain statistics and analysis for the local real estate market
- Responsible for writing, editing, and organizing office research reports both for local and national publications
- Attend to requests for information and data from external and internal clients
- Present compelling trends and analyses to internal teams and clients on a regularly basis
- Responsible for analyzing and creating reports on the local real estate market and regional economy with respect to employment statistics, major company activities, industry trends, and demographics that affect the local real estate market
- Handle heavy day-to-day data entry duties
- Prepare and present reports to executives and committees.

Real Estate Analyst Requirements – Skills, Knowledge, and Abilities

- Education: Real estate analysts require a Bachelor's degree in Real Estate, Business, Economics, or in a related field
- Knowledge: They require experience managing workload, report productions, and programs
- They also require a strong command of the local real estate markets and business, with a good understanding of macro trends and historical perspective
- It is also vital that analysts have good understanding of private equity, investment risk and real estate investments
- Prior exposure to commercial real estate properties/assets, including multifamily, senior living, SH, mixed-use, retail, industrial, and office
- Research skills: The bulk of the real estate analyst job involves data collection and analysis; hence they must possess strong data collection, validation, and auditing skills. They must be up-to-date with recent trends and news in the industry. Their job also requires a detailed study of the real estate market for trends, micro and macro factors affecting the market etc. hence they must possess solid research ability
- Analytical skills and problem-solving abilities: They require high level analytical skills to run financial models as well as analyze all aspects of the local real estate markets and exposure to ARGUS a plus
- Organizational skills: They require the ability to multi-task, manage time, and workload
- Strong written and oral communication skills: They must possess solid or fluent writing skills because their job entails writing reports and rankings for internal and external professional communications. They must also possess oral communication abilities to effectively work in team environment and present reports and communicate technical or numerate data in a clear and concise manner
- They need to have the ability to work effectively under pressure. They must be able to make rational decisions when under pressure
- Entrepreneurial: Real estate analysts must be a self-starter with the ability to work independently and think proactively and strategically. Also, they must be proactive and able to align research with the business for innovative research output

- Computer skills: They must be proficient in the use of Excel, Word, PowerPoint, and Database systems. Also, GIS experience and interest and the ability to work with mapping software and techniques (ESRI and Google Earth Pro) is a plus
- Team player: They require the capability to work within the team, and work within a diverse, collaborative, and driven professional environment.