



Job Title: Assistant Asset Manager
Department: Asset Management
Reports To: President
Employment Type: Full Time

General Responsibilities & Description:

We are seeking a detail-oriented and analytical commercial real estate analyst to assume the role of Assistant Asset Manager and support our real estate investment and asset management functions, with a direct reporting line to the President and Asset Manager. The ideal candidate will have a strong understanding of financial modeling, market research, and property valuation, and will play a key role in evaluating the portfolio investment opportunities, monitoring performance, and supporting strategic decision-making. The portfolio includes retail, multi-family, and hotels.

Key Responsibilities:

- Conduct financial analysis and modeling for the company's portfolio.
- Perform market research and competitive analysis to assess trends, risks, and opportunities.
- Assist in the preparation of the company's current portfolio investments and reports for internal and external stakeholders.
- Support due diligence efforts, including reviewing operating statements, and third-party reports.
- Monitor and report on the performance of existing assets, including occupancy, leasing activity, and financial statements.
- Collaborate with asset managers, brokers, and other stakeholders to support property-level strategies.
- Maintain and update databases and tools used for tracking market data and portfolio performance.
- Review compliance of all loans across the portfolio.

- Track detailed retail tenant information including lease expirations, sales performance, and occupancy trends.
- Attend meetings with portfolio ownership team, leasing teams and third party property management.
- Provide ad hoc analysis to support strategic initiatives and decision making
- Assist in the review of monthly financials and annual budgets for company's portfolio.
- Participate in the on-call emergency pager rotation schedule with the Operations department.
- Prepare spreadsheets, memorandums, agendas, binders and letters as needed.
- Support operating tasks such as tenant proof of claims and cost segregation studies.
- Provide third-party management invoices as needed.

Qualifications:

- Bachelor's degree in Finance, Real Estate, Economics, or a related field.
- Experience in commercial real estate, investment analysis, or related field is preferred.
- Strong proficiency in Excel, including financial modeling and data analysis.
- Familiarity with real estate valuation methods (DCF, cap rates, comps, etc.).
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Experience with Argus, CoStar, or similar real estate software is a plus.

What We Offer:

- Competitive salary and performance-based bonuses
- Comprehensive benefits package
- Opportunities for professional growth and development
- Collaborative and dynamic work environment