



York, PA | Full Time | Brokerage Analyst

The Investment Real Estate Group of Companies is seeking a Brokerage Analyst to support the real estate team at Investment Real Estate, LLC.

The Business:

The Investment Real Estate Group of Companies (IREGC) is composed of real estate centric entities focused on the self storage industry. The various companies provide brokerage services, feasibility studies, property management, development and construction services, general self storage consulting and insurance products. In addition, we own a portfolio of self storage properties. Our market area includes the eight States in the Mid-Atlantic and Northeast. Learn more at www.irellc.com.

The Environment:

IREGC currently employs 35 people overall with 10 of those in the home office, where this position will be based. We have converted an old stone grist mill built in 1831 and the adjoining miller's house into our offices. The setting is rural and safe. We strive to maintain a friendly, family-like work atmosphere. At times the work can be hectic and other times very mellow; adaptability is key. IREGC employees are team oriented where all colleagues wear many hats and help each other succeed. While business is the priority, colleagues are encouraged to live healthy, balanced lives. We are rapidly growing, and this is an excellent opportunity for the right candidate.

The Role:

Assist the Brokerage and Development team with feasibility assessment, financial modelling, underwriting and financing of brokerage, development, and acquisition projects. Primary responsibilities will include: Pro Forma creation and maintenance, proposal and offering memoranda creation, brokerage support, and market analysis.

Quantitative Analysis:

- Developing complex financial models in Excel
- Preparing documents for Real Estate Offering Packages presented to clients
- Finalizing Rent Prorations prior to closing self storage real estate deals

Market & Property Research:

- Compiling and summarizing market research reports and data
- Assembling and evaluating sales and rent comparable
- Analyzing property operations
- Communicating with townships to uncover new self storage projects

Presentation and Document Writing:

- Assist in preparing and creating investment committee memoranda
- Assist in preparation and review of transactional documents
- Writing articles and blogs for association magazines and website posts

We are looking for someone who thrives in an environment of growth, change and creativity with each day being a little different from the last. We're also looking for someone who likes and is capable of working independently. We're looking for someone grounded, operational and organized.

Experience:

- Bachelor's degree, preferably in finance.
- 1-3 years of experience in an investment/financial role in real estate
- Exceptional financial modeling skills.
- Proficiency with Microsoft Excel, Publisher and Word. Experience with Adobe InDesign is advantageous.
- Strong writing skills.

Application Process:

1. Please fill out the following online questionnaire: <https://goo.gl/KghfGK>
2. We will then contact you for further details such as a resumé and a time to connect via phone or Skype for a preliminary interview.
3. We will meet with the final applicants in person.

We look forward to hearing from you,

The IREGC Team