



Real Estate Analyst

DEPARTMENT: Real Estate

REPORTS TO: Senior Director of Real Estate

DIRECT REPORTS: N/A

LOCATION: Corporate Office: 375 Commerce Park Rd., North Kingstown RI

FLSA STATUS: Exempt

EEO CLASSIFICATION: Professionals (Appraisers and Assessors of Real Estate)

REVISION DATE: January 17, 2022

APPROVAL DATE: January 18, 2022

POSITION SUMMARY:

The Real Estate Analyst is responsible for researching and evaluating the retail real estate market and monitoring market conditions and trends pertinent for making sound investment decisions for Ocean State Job Lot (the “Company”). Research and analysis may include data on local and regional sales, acquisitions, trends, and occupancy. This role works closely with the Real Estate, Legal, Finance, and Property Development departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct financial analysis of investment opportunities, including the creation of detailed pro-forma and financial models.
- Gather, compile, investigate, and analyze market data to identify potential investment opportunities.
- Prepare narrative investment memoranda, detailed reports, and market summaries that provide insights on proposed acquisitions.
- Perform ad-hoc analysis on strategic issues related to existing assets, acquisition opportunities, and development projects (i.e., hold/sell analysis, capex plans, strategic plans).
- Proactively seek ways to improve processes and reporting, and possess the intellectual curiosity to continuously analyze data.
- Engage, compile, and analyze third party reports (e.g., Phase I, Property Condition, Survey, Title) and other general due diligence.
- Assume integral roles on projects and deal teams.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor’s degree in Finance, Business, Economics, or two years’ experience in real estate, retail development, tenant representation, or related area required.
- Experience in ARGUS Enterprise, Excel modeling, and retail real estate preferred.
- High level of thoroughness and attention to detail; ability to find solutions to problems without direction, synthesize information, prioritize assignments, and execute tasks on time required.
- Ability to create polished, high quality outputs using Google Suite, Microsoft Word, PowerPoint and Excel, and graphically represent data and investment concepts required.
- Must have the drive to learn all aspects of the business and capacity to learn new skills quickly.
- Proficient with Google platform (i.e., sites, slides, drive, docs, sheets).

ATTRIBUTES:

- **Effective Communicator:** You possess strong verbal, written, and interpersonal communication skills, are able to communicate with all levels of leadership, and have the ability to build and maintain a culture of trust and respect.
- **Team Oriented:** You are capable of embracing the ideas of others (even if they conflict with your own) for the sake of the Company and client.
- **Time Management:** You are able to handle multiple projects at once and can organize multiple projects around given deadlines.
- **Self-motivated:** You are a strong problem-solver, you can work with a minimum amount of supervision, and you are capable of strategically prioritizing multiple tasks in a proactive manner.
- **Passionate:** You must be passionate about online collaboration and ensuring our clients are successful; we love seeing hunger and ambition.
- **Organized:** You are detail-oriented and thorough, and you demonstrate effective and efficient time management skills.
- **Analytical:** You use logical reasoning and data to build conclusions, recommendations, and reporting.

WORK ENVIRONMENT:

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary and frequent near vision use for reading and computer use.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other job duties and tasks, some of which may be essential to the position. Leadership has the right to revise this job description at any time. The job description is not a contract, either express or implied. You are an at-will employee, meaning either you or the Company may terminate your employment at any time, with or without notice.