



## **Asset Management Analyst Opening-**

Please contact Edward Liew at [eliew@divcowest.com](mailto:eliew@divcowest.com) for more information.

### **About us:**

DivcoWest, founded in 1993, is a privately owned real estate investment firm with offices in San Francisco and Boston. The company has acquired more than 30 million square feet of commercial space throughout the United States. DivcoWest and its affiliates are currently managing over \$2 billion of equity. Weathering some of the most unpredictable market conditions in history, DivcoWest has consistently focused on a defined strategy of acquiring quality well-located office and research and development (R&D) properties that serve technology-oriented tenants throughout the United States.

Our successful track record has earned the ongoing trust of our investment partners, which include leading pension funds, sovereign wealth funds, endowments and high net worth families. We owe all of our success to our people and partners, as they are the catalysts for the delivery of exceptional services to our tenants and for the generation of superior returns to our investment partners. They are also responsible for planting and cultivating the seeds of future prosperity.

### **Duties**

- Work closely with asset managers to maximize the total return for each asset through the analysis of property fundamentals and identifying opportunities for improved performance.
- Participate in the drafting and implementation of strategic business plans for each asset that will govern its daily operations, position in the market, and ultimate disposition.
- Work closely with property management, brokers, consultants and attorneys to provide direction for and oversight of business plans, budgets, forecasts, leases, analysis and approvals.
- Create, audit, and maintain Argus and Excel-based asset management models for each asset from acquisition through disposition. Prepare hold/sell analyses.
- Participate in the creation of monthly, quarterly, and annual reporting for clients and senior management.
- Manage property-level cash, project and recommend appropriate property-level contributions and distributions.
- Assist in the CAM estimate and reconciliation processes.
- Evaluate the local markets to identify changes and trends and the related impact on real estate values and investment strategies
- Participate in the disposition process and assist with due diligence thru closing.

### **Knowledge Skill Requirements**

- BA/BS degree in Finance, Real Estate or related field with strong record of academic achievement; graduate degree a plus.
- 1-3 years of commercial real estate, financial analysis or asset management experience.
- Strong financial modeling skills. Knowledge of real estate accounting and financial statement analysis.
- Exceptional analytical skills.
- Advanced knowledge of MS Excel, Powerpoint, and Word. Proficiency in ARGUS software preferred.
- Must be highly organized, able to prioritize multiple concurrent projects and be able to independently identify and solve key business problems.
- Exceptional written and verbal communication skills and a high level of attention to detail and accuracy.
- Understanding of the private equity business model and real estate industry, with a demonstrated interest in a career in real estate.