



Analyst
Industrial Services
Exempt
Position Profile

SUMMARY:

The Analyst is responsible for assisting the Industrial Services team in all aspects of client service, new business development, marketing and research support. A successful Analyst ensures that project tasks are completed satisfactorily and on time. Additional responsibilities include assisting with the various administrative functions of the firm. The successful Analyst will effectively manage client expectations and TW work product, answer questions from clients, and keep projects on an appropriate schedule.

ESSENTIAL JOB FUNCTIONS:

- Assist in all forms of industrial team client service.
- Track and maintain critical industrial market intelligence.
- Review and assist with preparation of proposals, requests for proposals, leasing activity reports, project schedules, etc.
- Prepare and update comparable lease sets, competitive property sets, market surveys, proposal comparison, financial analysis, etc.
- Assist with creation/maintenance of marketing materials, presentations and market data dashboard.
- Create/maintain proposal database for boilerplate type request for proposals, offers, etc.
- Solicit new business with senior team member assistance.
- Assist with property tours with senior team member assistance.
- Track and maintain current tenants/deals in the market database.
- Track and maintain current development activity in the market database.
- Research prospective clients (both Tenants and Owners).
- Administrative assistance as needed.

OTHER:

- Additional assignments as assigned by industrial team.

REQUIREMENTS:

Education:

- Preferably, a bachelor's degree in business management, finance, accounting, or a resources/personnel management related discipline

Experience:

- Ideally a minimum of 1 to 3 years' experience, preferably in commercial real estate brokerage - experience in a client-oriented environment that requires producing analytical reports

Technical Skills:

- Possess real estate licenses where required by state law or in progress
- Familiarity with real estate law, building codes as well as city and county regulations
- Computer proficient, including knowledge in the following programs:
Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, & Outlook

Personal Skills:

- Must possess leadership qualities and work well in a team environment
- Excellent interpersonal skills - effective verbal and written communication skills
- Excellent quantitative analysis and organizational skills
- Strong desire to succeed in an entrepreneurial environment
- Excellent research skills
- Must be able to handle multiple projects, changing priorities and heavy work load
- Ability to produce quality work in a fast-paced environment
- Ability to maintain discretion regarding personnel and industry-related matters
- Must be reliable, timely and detail oriented