

Real Estate Finance Analyst

The Q Family Office of investment companies in Fort Worth, Texas, is interested in immediately hiring an entry level professional for its real estate finance group, Triple Net Financial (TNF). TNF provides financing to developers of single tenant projects with tenants like Starbucks, Caliber Collision, Chase Bank, Dollar General, 7-Eleven, etc. across the United States. This is a position where excellence will be rewarded. You will spend two to three years learning the fundamentals of real estate finance; and if a consistent level of excellence is demonstrated, you will be considered for promotion to the level where you would be responsible for new deal sourcing/negotiation and managing developer relationships.

Position Description & Details:

- Process loan closings, draw requests, inspections, title endorsements, and loan payoffs
- Review and process loan documents; build and maintain loan files
- Review and analyze real estate diligence documents such as leases, environmental & engineering reports, and surveys
- Work with 3rd parties such as title companies, loan closers at development firms, and banks
- Prepare investment committee memos for new loan opportunities
- Learning the details of real estate finance, including underwriting, structuring, and documentation
- Provide excellent support and customer service both internally and externally
- Maintain and process system checklists

Requirements:

- Undergraduate Degree with a 3.25+ GPA
- Highly proficient PC skills including MS Excel and Word
- Be able to commit to the position for at least 2 years

Established in 1994, the Q Family Office is an organization that combines a 26 year history with a deep entrepreneurial spirit. The family office currently includes a manager of a \$1 billion hedge fund/private investment firm, a \$1 billion bank, a \$400 million real estate investment firm (TNF), and a \$200 million charitable foundation.