Equity Industrial Partners (EIP) is a developer and operator of industrial real estate across the United States. EIP is based in Needham, MA. Since formation in 1994, EIP has acquired, developed and sold over 50 million square feet of real estate. Our success is due to a comprehensive understanding of local markets, the exceptional domain expertise of our senior leadership, and our proven aptitude for identifying and capitalizing on unique opportunities.

As a fully-integrated industrial real estate company, EIP also manages in excess of 17.5 million square feet of industrial property, offering a complete set of property and facilities management services. Our property management and facilities team, comprised of a multi-disciplined, geographically-distributed professional staff, is instrumental in assuring tenant satisfaction and in facilitating new transaction opportunities.

EIP's uninterrupted history of success is a direct result of its disciplined approach to deal evaluation and execution, and its thorough industry knowledge. Going forward, EIP's goal is to further leverage its financial and technical platform to identify and capitalize on opportunities to expand its national portfolio. More information on EIP can be found at www.equityindustrial.com.

EIP is seeking an Asset Management Analyst. Responsibilities include:

- Assemble due diligence materials for acquisitions, sales, refinancings and appraisals
- Track and assist in due diligence and closing processes for acquisitions, sales, refinancings
- Track property tax abatement activity, provide required documents to abatement consultants
- Maintain and update ARGUS models; perform acquisition, disposition, leasing, financing, capital expenditure and other analyses
- Monitor construction and capital expenditure budgets
- Track lender escrow balances, funding requests and other loan administration tasks
- Work with Property Managers and Accountants on monthly variance analysis and reforecasts
- Prepare quarterly reporting for senior management
- Track leasing process
- Prepare PowerPoint packages or presentations for investors, lenders
- Participate in annual operating and capital budgeting process
• Track and coordinate various aspects of insurance renewals and claim processes, FM Global risk management responses

• Assemble and maintain asset management-related data bases and server files related to the above tasks

Requirements

• Two to three years related experience, with demonstrated strong financial analysis skills and experience
• Knowledge of commercial leases and loan documents
• Proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint)—knowledge of accounting software (i.e. Yardi) and/or Argus AE a plus
• Undergraduate college degree—business, finance or accounting preferred
• Solid verbal and written communication skills
• Strong organizational skills and ability to effectively handle multiple time-sensitive priorities
• Strong attention to detail
• Team player who works well with others in a fast paced, highly collaborative environment

Equity Industrial Partners is a dynamic, growing and highly entrepreneurial company and this position provides an outstanding opportunity to get involved with the investment real estate business in a meaningful way. The potential for growth is limited only by a person's ability and desire!