



Position Available: Analyst

Job Description:

McCall & Almy is seeking to hire an analyst to assist in analyzing commercial real estate transactions, including comparisons of lease proposals, investment opportunities, operating expense reviews, and analyses of existing lease obligations. The analyst will also have the opportunity to participate in market research, client report writing, presentation preparation and other activities to support existing and prospective client requirements.

McCall & Almy is a leading Boston-based real estate advisory firm providing tenant representation and strategic consulting services to its clients (www.mccallalmy.com).

The ideal candidate will have some experience analyzing real estate transactions (acquisition / disposition, leasing, financing, etc.) and be able to understand and model the financial implications of different types of leases. The candidate should have a four-year college or university degree with a heavy course load in finance, economics or mathematics, a solid understanding of basic real estate terminology, expertise in Microsoft PowerPoint and Excel, and have the ability to create detailed spreadsheets modeling various real estate scenarios. Understanding of time value of money and discounted cash flow analysis is essential. Experience with Argus and GAAP is a plus. Strong written and verbal communications skills are imperative as is a flexible personality that can handle multiple assignments, report to multiple people, and work within tight deadlines. Over time, this position will have the opportunity for direct interaction with the firms' clients.

Specific tasks will include the following:

- Prepare discounted cash flow analyses comparing lease proposals
- Prepare discounted cash flow analyses for various occupancy options – move vs. stay, buy vs. lease, etc.
- Collect and analyze comparable leasing transactions
- Assist in the review of rent and expense payments
- Review and abstract lease documents
- Prepare PowerPoint presentations for both existing and prospective clients
- Prepare market reports and studies on an ad hoc basis

Compensation commensurate with experience.

For consideration, please forward a copy of your resume to JP Weldon jweldon@mccallalmy.com.

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