



TITLE: Analyst - Investments

DEPARTMENT: Investments

FLSA: Exempt

REPORTS TO: Sr. Associate, Investments

DATE: 2021

Company Summary

EQ Office is a leading owner, creator and operator of next gen workplaces in high employment growth markets. EQ is wholly owned by Blackstone Group, a premier global private equity firm and one of the largest real estate owners, investors globally. Our people are the single most powerful representation of our value and the experience. Our organization is comprised of multidisciplinary leaders across various areas of real estate. For more information, visit us at: www.eqoffice.com.

Job Summary

The **Analyst – Investments** will provide analytical support to the Senior Associate by doing any and all work necessary to capture and design data to be analyzed and synthesized by regional and national leadership in the pursuit of real estate asset acquisitions for the portfolio, meeting the organizational investment theses. The Analyst assists with the evaluation of markets and asset level risks and opportunities and prepares reports and materials for meetings with the Blackstone acquisitions teams (debt and equity) in pursuit of new office opportunities.

The Analyst will engage with regional portfolio leaders and work with the teams on project schedules and budgets, design management as well as helping the Senior Associate with leasing and marketing activities. The analyst must have remarkable organization and communication skills with an ability to work through complex issues and apply critical thinking skills as they gain experience in the real estate investment space.

Essential Job Functions

As the **Analyst – Investments**, one is held accountable to, however not limited to, the following job functions:

- Work on new business generation for EQ Office/Blackstone by assisting in the underwriting and executing of new acquisition opportunities - collaborating with Sr. Associates, market leads, and Blackstone investment teams.



- Work with brokers/leasing teams to research and analyze key market trends to inform investment decisions.
 - Work with the investment teams on analyzing deal structures and running financial models to support investment thesis.
 - Collaborate with Sr. Associate to craft investment decks and memos that highlight the investment opportunities and risks.
 - Work with the EQ Data Science within Portfolio Finance to define investment signals to refine and expand the investment thesis.
 - Assist in creation of acquisition capital budgets for assets in cooperation with development, operational and regional teams.
 - Drive due diligence teams toward closings.
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Qualifications

- Undergraduate degree in business or related field
- 1-3 years of commercial real estate experience
- Ability to work independently, handle multiple projects, meet deadlines and show a strong attention to detail.
- Ability to be strategic on investment and leasing decisions.
- Strong working knowledge of Excel and Argus software as well as IRR, NPV, and other fundamental real estate metrics
- Strong business and financial acumen with previous experience working in team environments managing projects
- Ability to deliver succinct communication with a point of view and actionable recommendations.
- Ability to communicate effectively across the organization.
- Remarkable organization and communication skills with an ability to work through complex issues with thoughtful solutions.
- Manages self and others in an open honest and transparent manner.
- Self-aware, self-secure, go getter, who knows the value of a team.

EEO Statement

Our company is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our employment decisions are based on individual qualifications, job requirements and business needs without regard to race, color, marital status, sex, sexual orientation, gender identity and/or expression, age, religion, disability, citizenship status, national origin, pregnancy, veteran status and or any other legally protected characteristics. We are committed to providing reasonable accommodations, if you need an accommodation to complete the application process, please email talent@revantage.com.