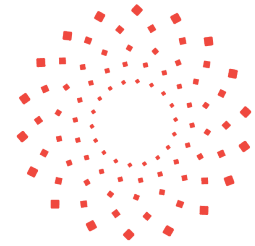


# PEMBROKE



**Job Title:** Analyst

**Job Location:** Boston

**Date:** June 2021

Pembroke is an international real estate advisor that acquires, develops and manages properties and places – specializing in mixed-use and office environments in the world’s leading cities. We believe that properties that stand the test of time deserve a lot of time. So we take a different approach: a thoughtful approach.

We’re united by a belief that real estate is more than just buildings. Our mission is to create long-term value through our global expertise, local knowledge and passion for real estate. Comprised of experts across a variety of fields, our team consistently strives for excellence, achieves with integrity and embraces collaboration. Working together, we create places people love.

Over the past twenty years, we’ve grown to include offices in Boston, London, Munich, Stockholm, Sydney, Tokyo, and Washington DC, and manage approximately 802,000 sq m/8.6m sq ft in North America, Europe, and Asia Pacific. Facilitating the private capital of our investors FMR LLC and FIL Limited, we invest in global markets with long-term growth potential.

By combining a global point of view with local expertise, we’re able to create and manage world-class properties that deliver the best outcomes for our tenants, investors and the communities in which we work. For more information, visit our website: [www.pembroke.com](http://www.pembroke.com)

## Overview

The Analyst will support Pembroke’s Asset Management and Investment Analytics functions. The successful candidate will have 2+years prior Asset Management, market research, or investment analytics experience and exhibit strong analytical/organizational skills, as well as a strong understanding of Excel and PowerPoint.

## Responsibilities

### 1. Asset Management Support

- Work with leasing brokers to underwrite, negotiate and execute lease transactions.
- Work closely with Pembroke’s Marketing Team to ensure properties are strategically marketed through cycles. Develop local market expertise and work with the team to provide recommendations and create new strategies.
- Collaborate with colleagues and asset representatives to build annual budgets and business plans for senior management review, including tracking performance against budget throughout the calendar year.
- Build and maintain financial models utilizing both Excel and ARGUS Enterprise to calculate quarterly asset valuations, project detailed cash flows, and forecast investment returns for asset management decision-making.

- Apply market data (including rent and sales comparisons) to valuation analysis of assets and portfolio. Perform quarterly and ad hoc asset valuations in ARGUS and manage external appraisals.
- Assist in development of investment recommendations based on underwriting assumptions and appropriate return parameters. Gather market, leasing and forecast data and help maintain research databases.
- Prepare materials for the quarterly reporting process as well as prepare regular and ad hoc reports for review by senior management.
- Assist in investment underwriting and development management activities, including the production of investor reports at asset and portfolio levels.

## **2. Investment Analytics Support**

- Manage annual market research/data budgeting and procurement. Ongoing maintenance of research service provider relationships and database of key market analytics, forecasts, supply/demand, rent and other statistics.
- Source, collate and analyze market data to enable evaluation and underwriting of acquisition/disposition and capital project decisions.
- Participate in asset-specific ad-hoc analyses and special projects (ie: pandemic demand impact).
- Support quarterly portfolio valuation process, reviewing Fair Market Value submissions and preparing investor-level presentation material, in addition to year-end audit processes.
- Support quarterly financial performance analytics and investor reporting, assisting with presentation materials and working in Hyperion/PBCS to manage returns data.
- Manage tenant credit underwriting and monitoring platform using Capital IQ.

## **Qualifications and Experience**

- Bachelor's degree in finance or business/economics/real estate, or related field required.
- 2+ years of demonstrated experience in business, real estate, economics, or market research, including underwriting and valuation with a reputable private and/or institutional investor.
- Excellent Excel, analytical, and cash flow modeling.
- Proficiency in or ability to learn ARGUS Enterprise
- Experience in Hyperion/PBCS, Yardi Elevate (preferred, not required).
- Demonstrated interest in real estate and desire to develop within the industry.
- Excellent written and verbal communication skills and strong presentation/ PowerPoint skills.
- Demonstrated ability produce results, meet deadlines, and manage complex and shifting priorities.
- Attention to detail coupled with ability to see the bigger picture.
- Excellent networking skills and intrapersonal skills.
- Collaborative and team-oriented work style, and an entrepreneurial / motivated character.