

Goedecke & Co., LLC

10 High Street
Boston, Massachusetts 02110

Job Opportunity

Associate in Loan Production

Goedecke & Co., LLC, a boutique commercial real estate finance firm headquartered in Boston, is seeking an Associate to join its production team. Associates support loan originators in the underwriting, packaging, marketing and closing of debt and equity assignments.

Primary responsibilities include:

1. Underwriting and financial modeling of commercial real estate transactions across all asset classes.
2. Research of the various dynamics that apply to a proposed financing including comparable properties, tenant demand trends, location related considerations, ownership history and more.
3. Preparation of presentation materials for finance-based offering memoranda. This includes but is not limited to maps, aerials, location descriptions, market statistics, and tenant profiles.
4. Reviewing and understanding real estate documents (leases, appraisals, loan documents, etc.) to determine potential concerns.
5. Providing external and internal contacts with prompt quality service in a friendly and professional manner.

Key requirements are:

1. A demonstrated interest in commercial real estate finance.
2. One to three years of experience in financial analysis, commercial real estate related.
3. Proficiency in Excel and Argus, strong command of Word and Outlook, and experience with Publisher.
4. Strong analytical skills; ability to analyze/interpret qualitative and quantitative information.
5. Self-motivated; proactive versus reactive.
6. Strong time management skills with the ability to prioritize deadlines and balance multiple assignments.
7. Experience with business writing; ability to convey relevant information in a clear, concise and effective manner.
8. Excellent organizational skills, detailed oriented with ability to multi-task.
9. Strong communication skills, with both term members and external parties.
10. Self-directed learner; while on the job learning happens organically, associates are encouraged to pursue further depth of knowledge independently.

Goedecke is focused on candidates who seek to work in the office full time. The firm provides extensive, personalized training to each Associate. Compensation will be salary plus bonus, commensurate with experience, and based on both individual contributions and team performance.

Interested candidates should forward their resumes by e-mail to Christine Morrell at cmorrell@goedeckeco.com.