



ASSET MANAGEMENT ANALYST/ASSOCIATE (DALLAS, TX)

COMPANY

Dallas-based, privately held commercial real estate development and investment management company with exceptional performance specializing in value-add and opportunistic real estate investments. With an entrepreneurial spirit and proven 25-year track record across several market cycles they have steadily built up a portfolio of 10 million square feet of industrial and office properties and 3,000 multifamily units located nationally.

OPPORTUNITY

The Asset Management Analyst/Associate will be responsible for providing analytical support to the Asset Management team, which is responsible for managing and optimizing the asset value of Westmount's real estate portfolio. Individuals in this role are involved in all aspects of the managing and reporting process including underwriting, leasing, budgeting, appraisals and valuation, and project monitoring. This will include financial modeling and maintenance of various department statistics.

KEY RESPONSIBILITIES / DUTIES

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position. The successful candidate will be able to demonstrate core competencies in the following areas:

- Create and update property level valuation models (ARGUS/Excel) on a quarterly basis or as needed; provide analysis of property performance relative to budgeted targets
- Assist Asset Management team in the evaluation of asset performance against relevant benchmarks, as well as assist in the development and execution of asset strategies
- Financial analysis related to hold vs. sell decisions, leases, capital projects, or other investment decisions impacting asset value
- Perform credit analysis on prospective tenants as well as monitor existing portfolio
- Leverage Excel and credit analysis to produce presentation quality analysis and models for individual properties as well as portfolios to support investment or disposition decisions
- Work with Asset Management team to complete monthly, quarterly and annual reporting, and budgets
- Perform other property due diligence as required, including assisting in asset underwriting and transaction closings
- Develop pro-forma and discounted cash flow models for assets in various stages of operation (i.e., stabilized, distressed, value-add, lease-up)
- Work directly with the principals and other key company personnel in all aspects of asset management, refinancings and dispositions, including all debt and equity components of new and existing transactions
- Prepare analysis of historic portfolio and property results in comparison to benchmarks useful in evaluating performance
- Coordinates the development of the Annual Business Plan including the review and approval of annual property operating and capital budgets
- Write, organize, and present conclusive investment summaries and memorandums

- All other duties as assigned and associated with the operation of a commercial real estate portfolio

REQUIREMENTS/QUALIFICATIONS

- Bachelor's Degree in Business Administration, Real Estate, Finance, or related field
- Post graduate education a plus
- 3 to 5 years of relevant business experience, preferably in commercial real estate
- Proficiency in ARGUS, Word, Excel and Outlook; experience with MRI a plus
- Ability to comprehend, analyze, and interpret various types of industry-standard documents such as RFP's, lease agreements, amendments, SNDAs, financial pro-formas, and others
- Ability to prioritize, organize, time manage, balance competing deadlines, and be a self-starter that is eager to learn with a team player mentality
- Ability to understand present value concepts and financial terminology
- Analytical problem solver that can creatively devise solutions and provide tactical advice/implementation strategies
- Strong research, due diligence, and project management capabilities
- Ability to synthesize large quantities of information
- Superior communications skills, both verbal and written, and the ability to work effectively with individuals at all levels