

Asset Management Associate

Private Equity

LOCATION: LOS ANGELES

Responsibilities

- Work with Asset Managers in managing a portfolio of various investments.
- Assist in executing investment strategy
- Prepare annual business plans to achieve investment strategies that are consistent with client objectives.
- Prepare quarterly valuations, quarterly investment updates, quarterly cash flow projections and other financial reports.
- Review and approve property operating statements; share accountability for budgeted results and supports the budget versus actual analysis.
- Participate in leasing calls and conduct analysis to assist in making recommendations to Portfolio Management on leasing decisions with Asset Managers.
- Analyze value of capital projects; create plan and make recommendations to Portfolio Management; execute capital plan; track actual results vs budgeted plan.
- Support senior team in restructurings, sales and asset financings, as needed.
- Understand capital and investment structure and the relationship between property operations and investment performance.
- Understand and report on investment performance measures and metrics.
- Develop strong market knowledge for assigned assets; collect market information including competitive market information.
- Support Asset Management on assets through data collection, cash flow modeling, competitive analysis, research analysis and annual business plan and budget preparations.
- Support Acquisitions on market intelligence and due diligence for new acquisitions.

Conduct

- Work effectively as a member of a team.
- Develop strong working relationships with Portfolio Managers and members of the Asset Management team.
- Generate innovative approaches to situations.
- Implement thorough follow-up and attention to detail.
- Self-starter who takes initiative on projects.

AEW CAREER OPPORTUNITY

Skills/Experience Required

- BS/BA and a strong academic record with emphasis on real estate, finance, accounting and/or economics preferred.
- 2-3 years of direct real estate asset management experience required.
- Strong analytical and organizational skills.
- Knowledge of accounting and finance principles.
- Strong oral and written communication skills.
- Experience and fluency with Argus valuation software and Excel required.
- Ability to select and efficiently manage the activities of internal resources and third-party service providers
- Good negotiation skills, presentation skills and a history of successful interaction with clients and partners

Please Note:

We encourage candidates to use AI thoughtfully - as a tool to refine their work, not replace their voice - and we use AI responsibly in our hiring process to support fair, human-led decisions.

AEW is unable to consider candidates for employment who currently need, or will need, sponsorship to be employed in the United States.

Compensation

At AEW, your base pay is one part of your total compensation package. The base pay for this role is between \$85-100K. Your actual base pay will depend on your skills, qualifications, experience, location, internal equity, and market conditions. Additional compensation and benefits include:

- Annual cash bonus opportunity
- Eligibility for health insurance (medical, dental, vision)
- 401K plan with match and employer-funded retirement account
- Employee Assistance Program
- Tuition relief
- Parental leave
- Flexible time off and eligibility for hybrid work for most roles
- Matching gift and volunteer programs