

Asset Management Associate

Private Equity

LOCATION: LOS ANGELES

Responsibilities

- Work with senior Asset Manager 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 manage VTS. Analyze leases and rental rates against market and budget; make recommendations to Portfolio Management on leasing decisions; participate in lease negotiations with senior Asset Manager.
- Analyze value of capital projects; create plan and make recommendations to Portfolio Management; execute capital plan; track actual results vs budgeted plan.
- Assist in negotiating property management agreements with senior team.
- 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.
- Drive ESG program for each of assets managed.
- 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 Capital Management is an equal opportunity employer.

AEW CAREER OPPORTUNITY

- Provide constructive input on improving how the Firm and/or the group functions.

Skills/Experience Required

- XBS/BA and a strong academic record with emphasis on real estate, finance, accounting and/or economics required.
- 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.
- Fluency with Argus AE 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

To apply for this position please e-mail your resume to Jobs@aew.com