

AEW Career Opportunity

DIRECT INVESTMENTS

Asset Management Associate

Location: Boston

Primary responsibilities will include assisting with asset management duties including modeling, client reporting, property valuation analysis, lease analysis, monitoring of investment performance and special projects. Additional responsibilities include:

- Monitor and analyze the financial performance of the properties and portfolios.
- Maintain, update and analyze property valuation files including detailed review of 3rd party appraisals and related property information.
- Organize and participate in the preparation and review of annual property operating budgets and business plans.
- Review and interpret property operating agreements and acquisition documents as needed.
- Analyze lease transactions to assist in lease negotiations. Prepare lease abstracts. Manage tenant credit analysis and KYC process.
- Participate in property calls with partners, third party managers and leasing agents.
- Monitor property goals, leasing pipeline, market comparables and value creation initiatives.
- Monitor ESG objectives of assets and report to portfolio management.
- Prepare ad-hoc reports when needed.
- Participate in acquisition due diligence including lease reviews, market and tenant reviews.
- Assist with financing transactions; abstract loan documents.
- Assist in disposition transactions including preparation of offering materials.
- Assist with special projects as needed.

Skills/Experience Required

- BS/BA in Economics, Finance or other quantitative focus.
- Candidate must possess strong written and oral communication skills.
- Strong skills in financial analysis and modeling – experience with Argus required.
- Highly proficient in Microsoft Office, especially in Excel.
- Exposure to SQL and Python platforms.
- 2 to 3 years' experience, preferably in a real estate, finance or accounting.
- Organized and detail-oriented.
- Proactive, curious and self-motivated.
- Ability to multi-task.
- Strong work ethic, reliability, integrity.
- Strong interpersonal skills, team player.
- Commitment to meet deadlines.

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

AEW Capital Management is an equal opportunity employer.

