About Penwood Real Estate Investment Management, LLC

Penwood is a Registered Investment Adviser formed in 2003 and based in Hartford, CT. Penwood is an entrepreneurial real estate investment advisory group focused on the institutional investor market. Penwood provides a national real estate perspective, disciplined management process and experienced investment management. Penwood is currently focused on value-added development, redevelopment and rehabilitation of industrial investments in major seaport markets.

We are currently seeking a **Real Estate Analyst** to join our company located in Hartford, CT.

Characteristics of the Candidate:

The candidate should be self-motivated, organized, analytical, pre-emptive, versatile, and thrive in a fast-paced and dynamic environment.

Responsibilities:

The Real Estate Analyst will work directly with the company's principals and be primarily responsible for supporting activities related to the company's ongoing analysis of assets under management and prospective acquisitions. The primary responsibilities include:

- Assist the acquisition team in underwriting prospective investment opportunities.
- Compile and maintain databases on economic, demographic and comparable trends for the company's target markets.
- Create cash flow models using Excel spreadsheets or Argus to calculate expected rates of return.
- Maintain and upgrade (as necessary) the company's financial analysis models and spreadsheets.
- Conduct market research to establish and verify the assumptions in the financial models.
- Conduct site visits to ascertain economic, demographic and comparable information for investment opportunities.
- Assist acquisition team in due diligence for the prospective investments. Develop local, regional and national industry contacts to assist in due diligence and underwriting.
- Interact with sellers and their representatives to gather all necessary information to analyze and perform due diligence on opportunities.
- Assist in preparing investment committee briefs.
- Make presentations of investment recommendations to company's principals.
- Assist in annual budget planning process and regularly monitor expenditures.
- Provide support for the quarterly valuation and reporting process.

Required Skills:

- Bachelors Degree with focus in finance, economics or real estate.
- 0-3 years of relevant analytical experience.
- Computer literate, knowledge of Argus a plus.
- Excellent written and verbal communication skills.
- Very strong organizational, analytical and problem solving skills.
- Ability to work seamlessly on multiple projects and tasks.
- Team oriented and willingness to perform tasks outside his or her job description.
- The ability to meet deadlines.
- Self-motivated and energetic.
- A strong desire to work in real estate.

Any applicant selected for this position will be required to submit to an extensive background screening, drug screening and a credit check. Failure to comply will eliminate an applicant from consideration for this position. Any negative information obtained as a result of the background screening may result in the disqualification of the applicant from this and any other position in Penwood.

All candidates must be authorized to work in the United States. Penwood is an Equal Opportunity/Affirmative Action Employer and is committed to diversity in its workforce.