

**Position Description**  
**Analyst: Corporate Portfolio Analytics, Boston MA**

Analyst needed to support award-winning corporate real estate consulting firm with Fortune 500 corporate and governmental clients. Activities include real estate portfolio analytics using market data sources, preparation of client reports, and support for marketing communications. This position requires an inquisitive approach when interpreting data with 'out of the box' problem solving abilities. Candidates should have a Bachelors or Masters degree, with a major in Economics, Real Estate, or Finance.

Corporate Portfolio Analytics is revolutionizing commercial real estate strategy for large, complex corporate occupiers. Our company has a culture driven by client- focused creativity, thought leadership, and entrepreneurship empowered by new ways of working. The backgrounds of the co-founders include a Principal in a real estate investment advisory services firm and a former Harvard professor. This position represents a great opportunity to join a growing business with a collegial entrepreneurial work environment in downtown Boston.

**Requisite Skills**

- Experience working in a consulting, financial services, real estate or corporate real estate environment.
- Analytic ability to integrate data from multiple data sources into relevant evaluation measures.
- High proficiency with Excel and Power Point 2007 software.
- Adobe Illustrator, InDesign, and other graphic skills a plus.
- Working knowledge of commercial real estate terminology and building parameters.
- Interpersonal skills to conduct effective client interface on data submissions.
- Self starter – able to work enthusiastically and productively with limited supervision.

**Project Specific Work Requirements**

- Integrate data from multiple resources to facilitate analysis of client leases and portfolios. Sources include Real Estate Information Systems, Real Capital Analytics, Property Portfolio & Research and Investors Property Databank.
- Download and summarize client real estate data. Interface with client to clarify data as appropriate and relate holdings to appropriate data sources.
- Populate Excel tables and models and troubleshoot as needed. Customize or adjust data and analysis as appropriate for client portfolio.
- Develop graphics and charts with Excel and produce Power Point presentations or Adobe documents which highlight and support analytics and recommendations.
- Analyze and interpret real estate data and develop a summary of major reasons for current/predicted market movement.
- Assist Principals in highlighting and interpreting major trends and client impact.
- Assist with ongoing enhancement of Corporate Portfolio Analytics work products.

Interested candidates may email their cover letter and resume to Rene Boudreau at [rene@cpanalytics.com](mailto:rene@cpanalytics.com)