

Position Description
Project Manager: Corporate Portfolio Analytics, Boston MA

Project Manager needed to support award-winning corporate real estate consulting firm with Fortune 500 corporate and governmental clients. Activities include overseeing and preparation of real estate portfolio analytics and client reports. This position requires an inquisitive approach when interpreting data with 'out of the box' problem solving abilities. Candidates should have a Masters degree, with a major in Economics, Real Estate, or Finance, and two to five years' experience in a consulting, financial services, real estate, or corporate real estate environment.

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

- Working knowledge of commercial real estate terminology.
- Interpersonal skills to conduct effective client presentations.
- Analytic ability to assemble and review analytic models, draw conclusions and recommendations, and provide quality control review.
- Familiarity with government contracting a plus.
- High proficiency with Excel and Power Point 2007 software. Adobe Illustrator, InDesign, and other graphic skills a plus.
- Self starter – able to work enthusiastically and productively with limited supervision.

Project Specific Work Requirements

- Provide leadership and organization to advance client projects.
- Track and communicate progress both internally and externally
- Interface with client to clarify data as appropriate, understand business drivers and risks, and communicate findings and recommendations.
- Integrate data from multiple sources and identify appropriate 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.
- Work with analytic team, coordinating internal resources to ensure timely completion of quality product.
- Populate Excel tables and models and troubleshoot as needed. Customize or adjust data and analysis as appropriate for client portfolio. Analyze and interpret real estate data and translate into client impact.
- Develop graphics and charts with Excel and produce Power Point presentations or Adobe documents which highlight and support analytics and recommendations.
- Assist with ongoing enhancement of Corporate Portfolio Analytics work products.

Interested candidates may email their cover letter, resume, and a sample of business writing to Rene Boudreau at rene@cpanalytics.com