

## **COMMERCIAL REAL ESTATE ANALYST OPPORTUNITY (ENTRY LEVEL)**

InSite Realty ([www.insiterealty.com](http://www.insiterealty.com)) is an established commercial real estate company in Houston, Texas specializing in project leasing, property management, asset management and development services. InSite also focuses on the acquisition and disposition of properties and investment sales and brokerage services. Currently, InSite's leasing team handles a portfolio in excess of 8,500,000 square feet.

We are looking for a motivated, self-starting individual to join our team as a full-time, entry level Analyst.

### **Job Description/Responsibilities:**

- Conduct company, property and industry-specific research
- Manage and update prospects in an internal tracking database
- Assist in developing and preparing marketing materials and Matterport virtual tours
- Track local and regional activity that affect the local real estate market
- Contribute to special projects in support of business development
- Provide ongoing support with current deals, including market surveys, proposal reviews and summaries, lease reviews, financial analysis

### **Qualifications:**

- The entry level analyst position is designed for results-oriented and entrepreneurial candidates with a strong academic background, preferably in business or real estate. Applicants should be self-motivated, creative, disciplined and exhibit a demonstrated interest in the commercial real estate industry.
- Desire to work in the commercial real estate industry
- Experience with MS Office, with emphasis on Excel
- Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages. Conducts basic financial analysis.
- Ability to work independently with minimal direction
- Demonstrated ability to take initiative
- Ability to work well within a team environment
- Ability to problem solve and bring innovative ideas to a challenge
- Solid written and oral communication skills
- Detail-oriented and highly organized
- Ability to provide efficient, timely, reliable and courteous service to customers

### **Education and Experience:**

- Bachelor's degree (BA/BS) from 4-year college or university. 0-2 years of related experience

### **Certificates and/or Licenses:**

- None – This is an entry level position.

### **Comprehensive Benefits Package**

Please email your cover letter and resume to Lynn Dippon at [ldippon@insiterealty.com](mailto:ldippon@insiterealty.com).