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TITLE: Assistant Asset Manager

REPORTS TO: Western Region Asset Management Team

Intercontinental Real Estate Corporation is a privately owned, Boston based real estate investment management, development and construction company that has been actively involved in real estate finance and management for over 60 years. Today, Intercontinental is an SEC Registered Investment Advisor* and manages a real estate portfolio diversified both by robust property mix and geography. *Registration with the SEC does not imply a certain level of skill or training.

JOB PURPOSE:

We are seeking an Assistant Asset Manager for an entry-level position focused on major Western Region markets. Property type focus will be broad including multifamily, office, development, industrial, retail, and other alternative property sectors. We pursue both joint venture and direct investments. Intercontinental is headquartered in Boston, MA and the position will be based in Los Angeles (Sherman Oaks). The Assistant Asset Manager will report to the Western Region Asset Management Team.

DUTIES AND RESPONSIBILITIES:

- Initial review of weekly & monthly property reporting including expense monitoring, variance analysis and collection analysis.
- Oversee third-party property management, leasing companies, and JV partners.
- Assist with commercial leasing activity, analysis and lease administration.
- Assist with due diligence coordination on new acquisitions and dispositions.
- Administratively support quarterly valuations and provide general insight into property operations.
- Monitor real estate tax abatement and filing process for all properties.
- Assist in preparing annual budgets and real estate tax and operating expense reconciliations.
- Coordination of lender requests.

- Aid with general office administrative tasks as needed.

QUALIFICATIONS:

- BA/BS degree in Real Estate, Business Administration, Finance, Economics, Accounting or related fields.
- 1 - 3 years of relevant work experience.
- Strong analytical, writing, and verbal skills with the capacity to convey observations into supportable conclusions and recommendations.
- Self-motivated with attention to detail and an ability to meet deadlines.
- Strong organizational skills, with the ability to prioritize and manage multiple projects simultaneously.
- Ability to succeed in an entrepreneurial and small, dynamic team environment and proactively take on additional tasks and responsibilities that may arise.
- Ability to travel as needed. In-office presence required at least four days per week in Sherman Oaks.

COMPENSATION & BENEFITS:

- \$75,000 - \$85,000 base salary range
- Annual bonus opportunity
- Comprehensive Benefits Package- including health, dental, vision, disability & life insurance
- 401(k)/ROTH retirement plan with employer match
- Paid Time Off and holidays

To apply for this position please email your resume to Jobs@Intercontinental.net with the subject line:
Assistant Asset Manager Application- (Your Name)

Intercontinental is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental and physical), sex, gender identity, sexual orientation, gender expression, medical condition, genetic information, marital, military and veteran status or any other protected class under federal, state, or local law.