

Title: Assistant, Portfolio Management
Department: Portfolio Management
Reports To: Managing Director, Portfolio Management

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:

Reporting to the Chief Investment Officer and Managing Director, Portfolio Management, the Assistant, Portfolio Management will work to support the Portfolio Management team for Intercontinental's portfolio of assets.

DUTIES AND RESPONSIBILITIES:

- Support and assist the Portfolio Management team as needed:
 - Gather, organize and analyze data and files accurately
 - Coordinate and maintain various files and folders
 - Download and organize third party research data
 - Assist with updating Argus and Excel models including rent roll terms, expenses, capital improvements, etc. by using tenant lease documents and financial statements from Yardi
 - Work with Asset Management and Accounting groups to collect necessary information
 - Coordinate and document meetings with team members
- Assist in the preparation of charts/graphs, presentations and spreadsheets for meetings and senior management / client / consultant requests
- Generate and maintain spreadsheets and coordinate and gather data for special analytical projects produced for senior management, sales team, etc
- Participate in Business Intelligence projects to coordinate data importing, reporting, and other tasks.
- Maintain professional and technical knowledge
- Serve as ambassador of Intercontinental: all employees must maintain appropriate conduct and professionalism. This extends to every internal and external business contact or meeting, including trips outside the company to attend conferences, seminars, and lectures.

QUALIFICATIONS:

- Bachelor's degree in Real Estate, Finance, Accounting, Economics, Mathematics or related degree
- Entry level to 2 years of relevant experience
- Strong proficiency in Microsoft Excel and PowerPoint
- Strong organization skills; able to multitask, prioritize and meet deadlines
- Detail-oriented, diligent and focused
- Excellent analytical, qualitative and problem-solving skills
- Ability to take direction from multiple sources and prioritize a variety of tasks daily
- Takes initiative and act proactively -- anticipate problems, provides suggestions and solutions
- Excellent communication, written and interpersonal skills as well as a positive and collegial attitude
- Strong interest in commercial real estate and a desire to build a career in this industry
- Knowledge of commercial real estate documentation (i.e. leases, mortgages, operating agreements, etc.)
- Argus experience a plus

To apply for this position please email your resume to Jobs@Intercontinental.net with the subject line:
Assistant, Portfolio Management- (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.