



## Vacancy summary

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# Junior Investment Analyst (Remote)

GE01445040

**Tbilisi**

**Gender :** Man

**Education :** Bachelor, Bachelor of Professional

**Experience :** < 1 year

**Industry :** Finance / economics

**Contract :** Long term, Contract

**Availability :** Part Time

### Languages

English : Fluent

## Vacancy details

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Job Title: Junior Investment Analyst (Remote)

Job Description: Junior Investment Analyst for a private real estate investment/data analytics company in the U.S. ([www.realtyquant.com](http://www.realtyquant.com)). Good command of the English language. Great analytical and communication skills. Finance knowledge or background. Real estate experience is a plus. Work is fully remote, 20 hrs/week for a fixed compensation + commissions-driven additional compensation. 2 month paid initial period with the goal of full-time position at end of term.

Job duties:

Underwriting commercial real estate deals as supplied by: agent relationships, partner relationships, direct mail campaigns, online listing platforms, social media, other sponsors, crowdfunding platforms

Communicating and forming agent and partner relationships, preparing and sending direct mail campaigns, social media, other online campaigns

Acquisitions full-process management: calling listings, filling in purchase contracts to place offers, scheduling viewings, communicating to all constituents of a purchase transaction

Direct-to-owner marketing: reviewing feeds, preparing mailing letter text/campaigns, sending out e-mails, phone call outreach.

Preparing investment summaries and offering memorandums in Powerpoint, both attractive-looking and insightful

Market and property data analytics. Creating reports and analytics off market and property data. Creating professional presentations conveying analysis and insight

Commissions-based compensation + fixed compensation as well. Working from home with WhatsApp / Zoom communication and weekly progress reports.

#### Skills:

o Bachelor's degree or other equivalent qualification in Finance, Business or other related field, with an excellent command of verbal and written English.

o Strong underwriting, and deal analysis skills. Market data analysis skills

o Strong communication and relationship building skills

o Knowledge of finance and financial markets fundamentals

o Knowledge of MS office suite applications: Word, Powerpoint, Excel etc.

o Presentation skills including Powerpoint, building Excel reports and strong command of the English language for writing online posts

o Self-driven growth mindset to earn highest commission; Conscientiousness and Strong work ethic

o Eagerness to learn new things. Ability to work on your own, and deliver exceptional results.

#### How to Apply:

To apply for this position, send resume and contact information to stefan@realtyquant.com, with Junior Investment Analyst (Remote) as email subject line.

## Contacts

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**mobile:** (+1) (917) 378-3154