**Job Title: Analyst Intern**

**Job Type:** Non-Exempt

**Reports to: VP of Acquisitions**

**Date: February 2020**

**COMPANY BACKGROUND**

Real Capital Solutions is a real estate investment company with a track record of successful investment in every aspect of real estate. Over its 25 year history, the Company has acquired over $1 billion of investment real estate. The key to the firm’s success has been a thorough understanding of the dynamics that affect the real estate cycle combined with top-notch analytics.

We are looking for diligent and hardworking analysts to help us reach our goals, with the potential of joining our team full-time given a successful internship.

**SUMMARY**

We need candidates that are:

* Very driven and willing to work extremely hard
* Self-motivated
* Creative problem solvers
* Strong/Advanced Excel skills
* Argus knowledge

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Creating and managing proformas and other analysis using Microsoft Excel
* Market research & submarket analysis
* General administrative work
* Data entry and analysis
* Preparing charts, reports, and memos for senior management

**QUALIFICATIONS**

* 1st year MBA candidates or undergraduate seniors who have a demonstrated knowledge of commercial/residential real estate transactions and real estate financing concepts
* Advanced real estate and economic/accounting coursework a plus
* Advanced knowledge of real estate finance also a plus
* Interest in Development and/or Retail Reuse/Repositioning
* Excellent MS Excel and writing skills, as well as an uncanny ability to find, tabulate and analyze data
* Class work or experience in creating Business plans and financial models

**ESSENTIAL FUNCTIONS**

1. Ability to comply with company rules and regulations.
2. Ability to communicate effectively and courteously with internal and external customers through two-way verbal and written communication (speech, hearing, and writing).
3. Ability to operate various office equipment including, computer, telephone, fax, copier, calculator.
4. Ability to work long hours.
5. Ability to write and see things in close proximity.
6. Ability to work independently and refer appropriate matters to supervisor when necessary.

Ability to comprehend written and verbal communication.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and talk and hear. The employee is frequently required to sit when doing paperwork or answering emails; use hands or fingers to utilize computer. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TO APPLY**

Please apply by sending a cover letter, detailing your experience and resume to [jobs@realcapitalsolutions.com](mailto:jobs@realcapitalsolutions.com). Please enter “Intern 2020” in the subject line of your email.