JRG Capital Partners
Job Description

Title:	Paid Summer 2014 Intern – Real Estate Analyst
Direct Report:	JRG Capital Partners management team and assigned brokers
Hours:	Approximately 15 – 30 hours per week, Monday – Friday, from mid-May to mid – August.
Contact:	Send resumes and direct inquiries to Bob Flannery, bflannery@jrgcap.com

General Responsibilities

- Create database of property information on neighborhoods and assets targeted for acquisition
- Research ownership, debt, zoning, etc. on specific real estate properties
- As directed, assist brokers at Jameson Commercial) with identifying, underwriting and submitting offers to purchase properties on behalf of JRG Capital Partners.
- Accompany JRG team members and Jameson Commercial brokers on neighborhood tours seeking investments
- Assist with due diligence and underwriting on potential acquisitions
- Assist with asset management on existing portfolio
- Conduct market research on residential and commercial trends

Required Software/Hardware Computer Skills

- Proficiency with Excel, including the ability to create, format, modify, and update spreadsheets
- Strong working knowledge of Microsoft Office programs
- The ability to quickly learn and use on-line databases including, but not limited to, CoStar, the Chicago Multiple Listing Service, RealInfo, and the City of Chicago's zoning site
- Ability to learn and implement new software

Other

- Ability to work with multiple personalities and interface with a diverse team of managers and commercial brokers
- Capability to multitask and prioritize time sensitive tasks
- Must be able to maintain a high degree of confidentiality
- Excellent verbal and written communication skills
- Demonstrates a high level of organizational habits
- Some experience and understanding of commercial and residential real estate is a plus, but is not required

Education

- Currently enrolled in an undergraduate or master's degree program with an emphasis on real estate.