



## **TRANSACTION MANAGER & ANALYST – CORPORATE REAL ESTATE** **ERES COMPANIES | DENVER, COLORADO (HQ)**

### **COMPANY OVERVIEW**

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$1 billion in real estate value, and manage over 6,500 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have twelve domestic and international office locations in Denver, CO (headquarters), Williston, ND, Bozeman, MT, Grand Junction, CO, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Washington DC, Los Angeles, CA, Guyana, Georgetown and Neuquén, Argentina.

### **THE OPPORTUNITY WITH ERES**

We are currently seeking a dynamic individual for the role of a Commercial Real Estate Transaction Manager / Analyst to provide reliable, timely, efficient transaction support to our Broker Services and Capital Groups. The position entails working with a team of producers and the individual will require the independent judgment to plan, prioritize, and organize workloads in a fast-paced environment. The successful candidate will be highly detail oriented with strong organizational skills and a team player attitude.

### **ESSENTIAL ANALYTICAL JOB RESPONSIBILITIES**

- Perform periodic real estate portfolio evaluations, and monitor with producers and management to encourage timely and beneficial real estate management decisions, including disposition through the sales process for selected properties as identified by company policy
- Maintain accurate current deal financial information within the CRM that is rolled up into the team's deal pipeline and provided to leadership.
- Assist in discussions and analysis to guide the group's real estate activities to ensure effective and fiscally prudent decisions and execution.
- Conduct market research and highest & best use evaluations. Acquire knowledge of each market including current and future trends in demographics, job growth, economic drivers,

current and forecasted product supply, as well as any additional market drivers to support effective end-use planning.

- Work with business units to align real estate activities with the company's core operations.
- Work with business units to develop and implement business plans for each asset, taking the full asset lifecycle into consideration to maximize residual value.
- Determine proper accounting treatment for all real estate investment ventures to ensure accurate accounting and compliance.
- Advise management on the accounting and financial implications of real estate activities to support sound decision making.

## **ESSENTIAL TRANSACTION MANAGEMENT JOB RESPONSIBILITIES**

- Manages all online listing and deal files in compliance with Real Estate regulations and facilitates the transfer of financial information to Accounting. Work with accounting to obtain invoices and actively ensure the commissions due to ERES are collected in a timely manner.
- Responsible for creating and delivering Listing Activity Reports to clients as well as installing processes/procedures for regular meaningful client outreach.
- Complete scope of tenant/buyer rep surveys from soup to nuts (i.e., search for property on LoopNet/Costar/local broker sites, create professional surveys using ERES template)
- Work with Brokers on developing and delivering Broker Opinions of Value (BOVs) / Broker Price Opinions (BPOs)
- Assist Brokers in abstracting and preparing real estate contract for purchase as well as leases.
- Assists in obtaining appropriate signatures/approvals and transferring all financial information to Accounting for further processing.
- Creates deal files and verifies required documents per ERES's policies and Real Estate guidelines by completing the Deal File Checklist.
- Process and submit leasing deals and proposals. Assist teams with preparing and updating client-specific reports. Assist teams in creating site search surveys and reports used to win/maintain business.
- Works with Marketing in preparing and distributing marketing materials/packages including maps, aerials, team marketing pieces, flyers, submarket updates, market analyses, presentations, etc.
- Assist Marketing in preparing market surveys, tour books, proposals, summaries, abstracts and other relevant documents as needed in conjunction with Marketing Department. Assist in the development of full-scale marketing packages for client real estate properties including collaterals and promotion.
- Respond to client RFPs, leveraging the ERES voice and brand guidelines to develop world-class proposal documents.

## **EDUCATION & WORK EXPERIENCE**

- Bachelor's Degree required
- Real Estate License preferred
- 5+ years' experience in related positions

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong Argus proficiency required
- Ability to manage complex commercial real estate transactions from initial negotiations to close

- Ability to evaluate and manage commercial real estate leases
- Excellent spreadsheet skills and ability to build and manipulate complex Real Estate related financial models using Microsoft Excel
- Strong ability to work in Microsoft PowerPoint and BuildOut utilized to create marketing materials
- Strong attention to detail
- Ability to understand Real Estate Contracts
- Proven strategic, analytical, and financial analysis skills
- Strong computer skills (Microsoft Office)
- Ability to maintain accurate records within a CRM such as HubSpot
- Ability to work independently and properly manage/prioritize resources and projects
- Superior analytical and problem-solving skills, with demonstrated ability to provide creative solutions to real-time challenges
- Ability to work in high production environment and respond quickly and effectively under pressure and deadlines
- Team player, with strong leadership skills
- Excellent consultative and communication skills (written & oral) and ability to interface effectively with all internal and external stakeholders and effectively disseminate information
- Internally motivated to seek out answers, generate ideas, and develop new skills

#### **EEO STATEMENT**

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

#### **SUBMISSION**

Qualified candidates may submit a resume and cover letter to Kate Waggoner at [kate.waggoner@erescompanies.com](mailto:kate.waggoner@erescompanies.com).