

## **Asset Management Analyst**

BKM Capital Partners is a growing firm and we are looking for hardworking professionals that want to grow with us. Located in our Newport Beach, California office, the Asset Management Analyst will play an integral role by supporting the asset management team in financial analysis, tracking and reporting on the company's owned multi-tenant light industrial real estate assets. The Asset Management Associate will report to the Director of Asset Management and will primarily provide support on all analytic and strategic aspects of BKM Industrial Value Funds. This will include quarterly internal and external valuations, hold/sell recommendations, business plan execution, capital plan implementation tracking and lease analysis etc.

## **The Job Essentials:**

This person's key responsibility will be as follows:

### **Financial Analysis:**

- Prepare property and portfolio level financial investment models using ARGUS (both DCF and Enterprise) and Excel based on information provided from various sources including the acquisitions team, asset managers, outside brokers, appraisers and other service providers.
- Prepare monthly and quarterly financial reports to be reviewed by Operations Committee, Senior Management and Investors.
- Analyze and interpret property level information including historical operating statements, budgets, leases, loan agreements, ground leases, etc.
- Understand critical and core property level financial/operating issues and be able to provide recommendations for value creation and resolution.
- Assist the asset management team in tracking and coordinating monthly and quarterly tenant obligations, including but not limited to timely payment of rent, real estate taxes, and insurance renewals.
- Review third party reports, budgets, processes, and contracts.
- Monitor capital projects and coordinate loan draws with lender.
- Assist in annual lender reporting, monitor loan hurdles (debt coverage requirements, etc.) and track debt maturities.
- Perform ad-hoc analysis and reports based on internal and external inquiries.
- Train others in the use of Excel and Argus valuation software as necessary.

### **Market Research**

- Provide research support utilizing online, internal and external resources. Gather Offering Memorandums, lease comps, sales comps, etc. from brokers, LoopNet, and other sources and track as comps for owned assets.
- Gather market research and stay current on industry trends. Maintain thorough market awareness in targeted markets through direct research and review of third-party research. Develop external sources of data (brokers, appraisers, etc.) in target markets.

### **Transaction Execution**

- Track leasing activity on all assets under management and market activity in order to keep valuation models up to date, as well as provide such information to other departments of the company as needed.
- Assist in transaction due diligence by collecting, reviewing, analyzing and summarizing property reports, leases, and other due diligence documents.

- Assist in the onboarding of new assets from the Acquisitions group into Asset Management.
- Become an expert in VTS leasing software for leasing management, analysis and tracking.
- Become an expert in asana task management software for project and asset management tracking.

**The Qualifiers:**

- Bachelor's degree in real estate, finance, economics or other business discipline
- 5+ years in analyst role within the Commercial Real Estate field
- Advanced Excel capabilities (building and proofing financial models)
- Argus experience (both DCF and Enterprise preferred)
- A general understanding of commercial real estate terms and investment principles
- Excellent written and oral communication skills
- Strong organizational and administrative skills with a keen attention to detail
- Motivated and results-driven with strong work ethic

**The Perks:**

- Competitive Pay + Bonus Incentive
- Medical, Dental, Vision and Life Insurance
- Paid Time Off
- 401k Plan
- Professional Development Resources
- Fun Work Vibe

**Selection Process:** Please submit resume and cover letter with salary history to [info@bkmcapitalpartners.com](mailto:info@bkmcapitalpartners.com). Don't fret if you don't hear from us immediately. We are growing and always looking for talented, hardworking people like you.

**What We're All About**

Headquartered in Newport Beach, California, BKM Capital Partners is a fund manager specializing in the acquisition and improvement of value-add multi-tenant industrial properties in metro areas across the Western U.S. Combining a deep knowledge of this niche industrial product type with in-house capabilities including on-site property management, asset management, and structured financing, the firm continues to build on its proven track record, generating strong results with high levels of transparency and engagement for investors. We are an Equal Opportunity Employer.

Additional information is available at [www.bkmcp.com](http://www.bkmcp.com).