



## Vacancy summary

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# Junior Investment Analyst (Remote, 20 hrs/week)

GE01433248

**Tbilisi**

**Education :** Bachelor, Bachelor of Professional

**Experience :** < 1 year

**Industry :** Real Estate

**Position :** Analyst Programmer

**Contract :** Long term, Contract

**Availability :** Part Time

**Languages**

English : Fluent

## Vacancy details

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**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 underwriting skills. Experience running technical scripts is a plus. Real estate-related experience is a plus. Finance knowledge or background is a plus. Work is fully remote, 20 hrs/week. 2 month paid initial period with the goal of full-time position at end of term.

**Job duties:**

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

Running scripts/code automations in Python that perform data extraction/automated underwriting for on-market and off-market commercial and residential real estate.

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

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

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

Working from home with WhatsApp / Zoom communication and weekly progress reports.

Skills:

o Bachelor's degree or other equivalent qualification in Finance, Business, Mathematics 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 Capacity to run technical scripts and codes written in Python. Knowledge of Python is a plus, though not required.

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 Knowledge of finance and financial markets fundamentals

o Analytical mindset; Conscientiousness and Strong work ethic; Confidentiality and integrity with dealing with personal information

o Eagerness to learn and try 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@realityquant.com, with Junior Investment Analyst (Remote) as email subject line.

## Contacts

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