



216 W. Jackson Blvd.  
Suite 645  
Chicago, IL 60606  
p. 312-269-0220  
e. [cfirsel@QREAdvisors.com](mailto:cfirsel@QREAdvisors.com)  
w. [www.QREAdvisors.com](http://www.QREAdvisors.com)

Contact: Chad Firsell, President

## Investment Sales Analyst | Marketing Director

<b><i>Position:</i></b>	<ul style="list-style-type: none"><li>▪ Investment Sales Analyst and Marketing Director</li></ul>
<b><i>Purpose: (Major Accountability)</i></b>	<ul style="list-style-type: none"><li>▪ To assist Advisors at Quantum Real Estate Advisors, Inc. with their needs to help market and facilitate commercial real estate transactions. One will obtain knowledge in finance, marketing and the business processes involved in Investment Sales brokerage. One must be willing to develop a comprehensive knowledge of the current real estate marketplace and trends both micro and macro affecting commercial real estate values.</li></ul>
<b><i>Education/Work Experience Required:</i></b>	<ul style="list-style-type: none"><li>▪ Must have degree from accredited educational institution. 1-2 years of work experience preferred with the exception of 2 years intern work.</li></ul>
<b><i>Reports To:</i></b>	<ul style="list-style-type: none"><li>▪ Directly to Chad Firsell, President and Jordan Kaufman, Executive Vice President</li></ul>

<p><b><i>Accountabilities:</i></b></p>	<ul style="list-style-type: none"> <li>▪ <u><i>Vision and Strategy</i></u> - Work harmoniously with all team members to implement professionalism with clients and co-workers. Work successfully in a fast-paced, dynamic environment.</li> <li>▪ <u><i>Relationships</i></u> - Will understand the value of relationships with clients and co-workers to maintain an excellent level of client service and anticipate the needs of Quantum’s clients and executives.</li> <li>▪ <u><i>People Skills</i></u> - Will be able to deal with people on a working platform. Strong interpersonal, verbal and written communication skills.</li> <li>▪ <u><i>Financial Understanding</i></u> - Will comprehend the financial analysis involved in evaluating real estate assets. Will have a basic understanding of accounting methods and real estate finance.</li> <li>▪ <u><i>Marketing Understanding</i></u> - Will be able to successfully integrate strategic marketing campaigns. Work to achieve professional proposals, offering memorandums and marketing collateral.</li> <li>▪ <u><i>Organization and Time Management Skills</i></u> - Must be able to effectively organize electronic and paper documents, current tasks and daily correspondence. Must have excellent time management skills and be highly self-sufficient. Needs to follow up in a timely manner. Additionally, <i>needs to be assertive to ask questions</i> to make sure the task at hand is done properly.</li> </ul>
<p><b><i>Technical Competency Expectations:</i></b></p>	<ul style="list-style-type: none"> <li>▪ Efficient with Electronic Mail and use appropriate communication for sending attachments, agreements and organized so to recall specific correspondence(s)</li> <li>▪ Proficient with Argus, MSWord, MSEXcel, Adobe Acrobat and Internet Explorer</li> <li>▪ Will learn the Adobe Creative Suite4 (including InDesign and Photoshop)</li> <li>▪ Ability to learn database management software such as Microsoft Dynamics</li> <li>▪ If not trained on Argus must be willing to attend classes</li> <li>▪ Must be able to work with different mapping software after instruction</li> </ul>

***Analyst Tasks:***

***Overview:***

- Financial analysis and underwriting of real estate assets
- Creation & oversight of content for property marketing materials
- Coordinating due diligence for the facilitation of escrow

***Marketing:***

- Create professional, in-depth investment offerings, marketing proposals and flyers
- Maintain and update properties on internet-based applications including, but not limited to: QREAdvisors.com, Loopnet.com, CoStar.com, Propertyline.com, Catalyst.com and additional internet sources
- Implement additional marketing campaigns through mass email blasts and mailings
- Prepare the investment sales listings within the monthly Available Properties
- Update and enhance investment sales marketing book, as well as, the proposal and investment offering format

***Database:***

- Continuously organize Quantum database, need to have efficiencies with learning internet-based software and proficient and creative with organizing and maintaining the Quantum database
- Create property and contact groups based on specific criteria
- Send email blasts announcing sold transactions and marketing listings
- Implement prospects and monitor the communication with same

***Infield:***

- Attend various client meetings and networking events
- Take pictures for proposals and investment offerings

***Miscellaneous:***

- Abstract tenant leases
- Prepare client status reports, letters of intent, purchase contracts, etc.
- Analyze sold comparables
- Designs property flyers, eTeaser (email generated marketing pieces), and specification sheets
- Property showings
- Look up ownership information via sidwell maps and online databases
- Support other business priorities and initiatives as needed