

REAL ESTATE PROJECT EXECUTIVE – JOB PROFILE

Position Overview:

J.G. Petrucci Company, Inc. is looking for an Associate to support its real estate development team. The role offers an excellent opportunity to be exposed and achieve in all facets of the commercial real estate development industry, including asset and project management, finance, acquisitions, assemblage, land use, design, and marketing.

To learn more about J.G. Petrucci Company, Inc. please visit our website - www.jgpetrucci.com

Position Responsibilities:

- Support with Development, Asset Management, Project Management, and associated administrative functions including but not limited to:
 - Preparing offering memorandum packages for new projects.
 - Preparing bid packages and term sheets.
 - Assist with the due diligence process.
 - Coordinate/manage design professionals associated with leasehold tenant improvements.
 - Assist with processing monthly draw requests, leveling consultant bids, reviewing legal documents, and furnishing information, applications, and reports to public agencies, third parties, investors, and financiers.
 - Participate in project design and strategy meetings.
 - Prepare and update cash flow projections for each asset, using Excel, to support potential leasing, redevelopment, refinancing, and/or disposition scenarios.
 - Market Research: Conduct periodic comparable property sale and leasing studies and specific research to support investment decisions.

Requirements and Qualifications:

Technical Requirements:

- BS/BA and strong academic record.
- 4-6 years of experience in real estate finance, banking, or development.
- High level of proficiency in Microsoft Office required, specifically Excel.

Other Requirements:

- Strong interest in real estate development.
- Excellent analytical and quantitative skills.
- Results-oriented with strong attention to detail and ability to produce quality work in a consistent manner. Ability to present work in a concise, complete, and easily digestible manner.
- Self-starter who has the ability to learn quickly, work independently and as a team member, and complete multiple tasks with minimal guidance in a fast-paced entrepreneurial environment.
- Ability to prioritize and handle multiple tasks simultaneously, organize and coordinate work efficiently, set priorities, and meet deadlines in a demanding work environment.