

## POSITION DESCRIPTION

- **Position Title – Assistant Manager**
- **Location – Bangalore**
- **Reporting to – Senior Manager**
- **Qualification & Experience – Master degree preferred or any similar combination of education and experience. 2-3 years related real estate experience.**

- **Job Summary –**

- Carrying out property valuation exercises including comparable collections, analysis and value derivation in accordance with relevant valuation standards
- Undertaking commercial and regulatory research related to real estate market
- Undertaking essential analysis of market data to arrive at pertinent recommendations for various advisory assignments
- Taking complete responsibilities of analysis and deliverable preparation.

- **Role –**

- Prepare written market value reports from cover to cover with minimal analytical guidance of a senior.
- Prepare and complete analysis and research for properties assigned into a full appraisal report. (To be reviewed by AVP)
- Examine and analyze simple & complex income producing properties and write an analysis based on market comparisons.
- Assist in examining and analyzing income producing properties writing an analysis based on market comparisons
- Make a comparison analysis based on sales of similar properties with significant input from Sr. Appraiser.
- Analyze past revenue and expense performance and project a stabilized operating statement with significant input from Sr. Appraiser.
- Assist in providing advisory services that include consulting for asset usage, return maximization, office strategies, housing strategies, market entry strategies, lease versus buy studies, asset disposal strategies etc.

- **Other Skills –**

**Communication:**

- Excellent written and verbal communication skills
- Strong analytical skills.
- Ability to provide efficient, timely, reliable and courteous service to customers.
- Ability to effectively present information.

**Financial Knowledge:**

- Requires advance knowledge of financial terms and principles.
- Basic understanding of approaches to value of real estate assets.

**Reasoning Ability:**

- Ability to solve problems and deal with a variety of options in complex situations.
- Draws upon the analysis of others and data available to make recommendations that have a direct impact on the valuation

**Other:**

- Advanced computer software application (Microsoft Excel, Word, PowerPoint, Outlook, etc.) and Internet navigational skills.
- Strong interpersonal and organizational skills with ability to manage multiple projects simultaneously.
- Strong analytical skills.
- Ability to provide efficient, timely, reliable and courteous service to customers.
- Ability to operate industry specific databases and software

Applicants may write to Ms. Archana, AVP (HR), [archana.chaudhari@cushwake.com](mailto:archana.chaudhari@cushwake.com) with the subject line "Application source - IBSAF | JAC - Asst. Manager (Valuation) - (Location - Bangalore) - Cushman and Wakefield"