

## **Associate Investments**

The investment department of Griffin Real Estate is looking for an Associate to join the team to provide support in business modelling, preparation of marketing and internal approval documents, investments underwriting, due diligence coordination and execution of real estate transactions in Polish and other European markets.

### **Responsibilities will include:**

- Execution - Providing support to the team to ensure timely and efficient execution of transactions
- Complex Cashflow Modelling - Preparation of complex, dynamic financial models (for both asset & corporate deals) and running scenario & sensitivity analyses in Excel
- Preparation of documents including investment memorandums, presentations and project teasers
- Preparation of marketing documents for transactions such as pitch books, investor reports, and bespoke investor presentations
- Organization and management of Virtual Data Room and Q&A processes

### **Qualifications:**

- Degree educated (preferably with a major in finance, real estate or economics from a top-tier university)
- Advanced financial modelling skills
- General knowledge of capital markets & financial structuring
- Highly proficient in spoken and written English
- CFA, CIMA, RICS or CCIM would be an asset

### **Experience:**

- Minimum 4 years of working experience in the capacity of investment transactions' support/execution, preferably within real estate sector in an investment fund or capital markets advisory company.

If you are interested in applying for the role, please send your CV to Ewa Gawron-Jasińska (egawron-jasinska@griffin-re.com ).