



Financial Analyst	Geneva
Salary	To be discussed.
Job Description	<p>The intern will be immersed in many aspects of commercial real estate and will be able to learn about properties in every stage of their life-cycle from the initial acquisition, to leasing up vacancies, to stabilizing through asset and property management, and finally disposition. The candidate has to be able to work under pressure, manage multiple tasks at once, and be able to show creativity, initiative and self discipline throughout.</p> <p>This position offers the opportunity to acquire valuable experience in Real Estate and work in a hands-on environment. The position will require assisting the chief executive in many of the aspects of the acquisition and asset management processes including market analysis, underwriting, equity package creation, debt analysis, due diligence, and accounting.</p> <ul style="list-style-type: none">▪ The following are some of the tasks that will be required:▪ Submittal Review – Review of new deals and providing recommendations which to move forward on.▪ Underwriting - Assist in the underwriting of potential acquisitions, developments and dispositions of various property types.▪ Acquisition Underwriting Summary (AUS) – Creation of the “pitch book” to equity that summarizes the deal, the market, and the underwriting.▪ Financial Analysis - Assist the creation of pro-forma models and sensitivity analyses for transaction cash flows, loan alternatives, partnership splits, and investment returns.▪ Due diligence - including collecting market, financial, and physical data to assess prospective transactions and support transaction closing processes.• Marketing – designing leasing brochures, monitoring brokers, leasing signs, marketing boards, and other marketing activities related to leasing
Skills	<p>This position requires excellent analytic skills and a desire to learn about the real estate market and the financial markets. The person will need to be attuned to detail and have a commitment to quality. Paragon SA is looking to hire highly motivated individuals who have demonstrated excellence in prior endeavors and are passionate about whatever they do. The successful candidate should have strong communication and organizational skills, ability to meet deadlines and work under pressure. Language skills: French or English.</p>
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