



Job Description – Associate, Operations

White Oak Partners is a growing multifamily real estate investment firm with over \$2.4B AUM. We are looking for an **Associate** to join our growing Operations team. This position will be responsible for contributing to the Operations by monitoring property performance through analysis and reporting. The position will contribute to the development of property performance reports for internal and external audiences.

Essential Duties

- Conduct detailed property-level analyses of tenants/in-place leases, capital projects, operating and financial statements, market and competitive position, and other relevant information
- Analyze leases and rental rates; monitor overall leasing status and strategies
- Assist with preparation of property-level business plans and budgets; analyze property performance relative to business plan targets
- Prepare and provide weekly summary reports, property status reports, and quarterly reports while meeting established deadlines
- Collect and distribute marketing plans
- Collect and distribute digital marketing reports from third party support
- Assist in creating property reports for presentation to investors
- Assist in maintaining internal company reports
- Assist in other duties and projects as they arise

Minimum Requirements

- Bachelor's Degree required
- Minimum of 1 - 3 years of relevant experience in an analytical role within real estate or financial services.
- Strong analytical skills, with the ability to manage multiple projects and meet deadlines
- Experience with financial analysis and modeling
- Self-starter and can work well with limited direction
- Excellent written and verbal and communication skills
- Ability to operate with a high degree of flexibility and to adapt to changing demands
- Proficient in Microsoft Excel including experience querying data
- Strong attention to detail

Additional Details

- Some travel may be required

Note: Nothing in this job description restricts the right for management to assign or reassign duties and responsibilities to this job at any time.