



## Job Description

**Job Title:** Real Estate Services Analyst  
**Employee:**  
**Reports To:** Senior Real Estate Services Manager and President  
**FLSA Status:** Exempt  
**Department:** Westlake Realty Group, Inc.  
**Location:** 520 South El Camino Real, 7<sup>th</sup> Floor, San Mateo, CA 94402  
**Prepared by/date:** Kelly Chang / April 2018

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### About the Company:

Westlake Realty Group is a full-service family-owned real estate investment and development firm with extensive experience in all asset classes of real estate in the San Francisco Bay Area and Western United States. The Company's current holdings include a diverse portfolio of office, multi-family, hotel, retail, and mixed-use properties primarily located in the San Francisco Bay Area. Throughout the course of its 46-year history, Westlake has acquired, developed, and operated properties in the United States, Mexico, China, and Japan. While the level of our asset management and development services are institutional quality, Westlake's corporate culture possesses a family feel. We value our employees as an extension of our family and strive first and foremost to make Westlake a great place to work.

### Summary:

The Real Estate Services Analyst will support the Real Estate Services team reporting directly to the Senior Real Estate Services Manager and will engage directly with the administrative support of the executive team. This is a fantastic opportunity to learn about real estate services and all aspects of real estate as the candidate will have exposure and access to the executive team. No prior real estate experience is necessary.

**Send resume & cover letter to:** [careers@westlake-realty.com](mailto:careers@westlake-realty.com) **only.**

### Responsibilities:

- Partner with and provide support to the Executive team and organization in general
- Identify and assist with the implementation of best practices which will improve workflow and create efficiency and scale for the Executive team.
- Assist Executive team in the execution of special cross-departmental projects
- Organize and manage meetings. This will include preparing meeting minutes and conducting required follow-ups to keep projects on track
- Perform tactical and strategic administrative support tasks for members of the Executive team. These tasks may include, but are not limited to the following:
  - Key records management
  - Compiling data for reports
  - Administrative tasks associated with the budget process
  - Scheduling executive appointments and meetings
  - Preparing expense reports
  - Preparing/editing presentations
  - Making travel arrangements
- Support Real Estate Services Managers in day-to-day management of operating properties which may include but is not limited to the following:
  - Complete work orders and conference room scheduling
  - Reconcile receipts
  - Assist with billing and invoicing
  - File and scan documents as needed
  - Manage office supplies
  - Manage Fed-Ex and mailing
  - Manage Company vehicle log (check-in, check-out, mileage, etc.)
  - Liaison with IT consultant as issues arise

### Education/Experience:

- Bachelor's degree or equivalent
- 2+ years of work experience preferred

## Real Estate Services Analyst Job Description

### **Skills Required:**

- Is capable of managing multiple issues/projects and tasks at one time and for different departments/individuals
- Possesses strong project management skills and the ability to work under tight deadlines with minimal supervision
- Capable of providing relevant and timely research and analytical feedback
- Demonstrates a strong working knowledge of Microsoft Office, specifically Outlook, Word, Excel, PowerPoint and SharePoint
- Maintain a collected, professional attitude while working in a fast-paced environment with shifting priorities and demands
- Is well-organized with a proven ability to multi-task
- A collaborative mindset combined with a clear sense of accountability and responsibility
- Demonstrable ability to produce timely, relevant and strategic written material

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is occasionally required to type, stand, walk, sit, talk and hear.