

**JOB TITLE:** Real Estate Investment Management Operations Analyst

**The Role:**

The Real Estate Investment Management Operations Analyst will be involved in the analysis and development of operational solutions for client-facing engagements and internal initiatives that span the delivery of professional services, operational support, product development and product support. The analyst will contribute to proposal developments, presentations and to the identification and development of revenue opportunities for IKINDI.

Location: New York, Houston, or Dublin (Ireland)

**Qualifications and experience:**

**Skill set requirements:**

1. Heavy exposure to the real estate investment management field with a demonstrated track record in the valuation of commercial and residential assets, cash flow forecasting, dispositions and acquisitions, fund-level modeling & risk management, property debt management, etc.
2. In-depth experience in the implementation and operational support of a real estate portfolio modeling application
3. Experience in process automation and operational transformation
4. Compelling problem-solving and client-facing consultative track record at asset management firms, with a team-oriented approach
5. Flexibility and composure in dealing with challenging and demanding client-facing as well as internal situations with the ability to negotiate viable compromises
6. Consistent track record of achieving results
7. Client engagement experience, particularly in under-the-gun and highly time-sensitive settings
8. Excellent written and verbal communication skills
9. Experience with reporting tools, creating user reports, and business rules
10. Experience in the development of business/functional/technical specs

11. Experience in managing client relationships
12. Pluses include:
  - a. experience in business process reengineering/automation
  - b. experience in 3<sup>rd</sup>-party software solutions in the areas of portfolio accounting, commercial and residential property management budgeting, forecasting and analysis, etc.
  - c. strong working knowledge of 3<sup>rd</sup>-party software solutions in automated reporting, reconciliations, and controls for key business processes
  - d. broad understanding of the business cycle, end-to-end, from front office to trade settlement, spanning Front Office, Middle Office and Back Office system expertise at asset management firms; front and middle office operations focus preferred
  - e. travel flexibility.

### About IKINDI

IKINDI Inc. is a leader in business process and data integration solutions within the asset management Middle Office space. IKINDI serves Institutional and Retail Investment Management firms, Retirement Plan providers and Banks to streamline their day-to-day business flows as they undergo complex or difficult operational change whether driven by acquisitions, outsourcing decisions, regulatory change or industry challenges.

IKINDI's tailored solutions automate daily workflows and empower firms with rich functionalities that enhance data quality and produce a seamless business process. Solutions are rapidly implemented at low cost and are designed to easily adapt to support the business as it continues to change and grow. As part of our broad solution set, IKINDI offers professional SME Middle Office services, customized software development, and web-enabled subscription services using our cloud based middleware solution – Knowledge Tier™.

To apply please send your resume and cover letter to [hr@ikindi.com](mailto:hr@ikindi.com).