

Research Analyst

Company Description

Since its inception in 1929, Newmark Grubb Knight Frank has been headquartered in New York City. As an acknowledged leader in the city's business community, Newmark Grubb Knight Frank has helped transform neighborhoods, from SoHo and Tribeca to Times Square and the Flatiron District.

Our professionals are an elite group of highly experienced, creative advisors with a deep understanding of the complex and dynamic environment of the New York City real estate market. With a full range of integrated services including leasing advisory, investment sales and financial services, consulting services, project management and facilities management, we are optimally positioned to meet the diverse needs of our clients, locally and globally.

Newmark Grubb Knight Frank represents a diverse client base, including some of the world's leading financial institutions, law firms, and non-profit organizations, as well as boutique advertising agencies and trend-setting retailers. In addition, Newmark Grubb Knight Frank is the largest property manager and/or leasing agent in New York City, with more than 50 million square feet in its portfolio, including some of the world's most recognized commercial office buildings.

About Our Research

Newmark Grubb Knight Frank is known as a thought leader in the real estate industry. Constantly monitoring leading and lagging indicators, Newmark Grubb Knight Frank tracks and analyzes industry trends affecting real estate markets.

Newmark Grubb Knight Frank prepares insightful quarterly market reports on major real estate markets across the United States, in addition to specialized reports which explore important topics affecting the industry. Frequently quoted in the media, Newmark Grubb Knight Frank's market data and statistics are housed in an internal database that is updated daily by Research professionals.

Job Summary:

Newmark Grubb Knight Frank seeks a talented professional with a deep interest in the New York City commercial real estate market to join its growing research team. The position will support all aspects of the department from data entry to market analysis, production of reports, and beyond. This entry-level position presents an excellent opportunity for growth and professional development within the company.

Essential Job Duties:

- Collect essential data including deal comparables, tenant information, and stacking plans
- Maintain data in an internal database
- Generate market statistics

- Conduct trend analysis of commercial leasing and capital markets
- Assist with preparation of quarterly real estate market reports
- Cull media publications for articles pertaining to the local real estate market. Package and distribute those articles throughout the office daily
- Create info-graphics for report production, marketing, and media purposes
- Assist with subscription management and contracts for internal resources.
- Other duties as assigned

Skills, Education and Experience:

- Bachelor's degree in real estate, business, economics, or a closely related field
- Experience with data entry and database management
- Experience with CoStar, Real Capital Analytics, Property Shark, Trepp, and Streeteasy
- Superior skills in Excel and PowerPoint. Proficiency in other MS Office programs
- Proficiency in Adobe Suite a plus
- Ability to handle multiple tasks and prioritize workload in a fast-paced environment
- Deep interest in the New York City commercial real estate market
- Ability to identify trends, generate forecasts and develop industry reports
- Superior written and verbal communication skills; excellent attention to detail
- Excellent writing, editing and proofreading skills