



# **Colliers International Job Description**

## **Research Analyst**

**Position:** Research Analyst

### **Job Description:**

Colliers International has an opening for a Research Analyst. The Research Analyst will be responsible for maintaining the commercial property database inventory, including available and comparable records for quarterly reporting and to represent their assigned office on companywide projects to enhance the property applications.

### **Qualifications:**

The ideal candidate will have a minimum of 1-3 years experience working in a commercial brokerage real estate office or similar sales environment. A working knowledge of data warehouse and transaction processing applications in the real estate industry is helpful. Computer experience using MS Office work suite, including Word, Excel, Access and Powerpoint are required. Strong written and interpersonal skills required. Candidates must portray high degrees of integrity and attention to detail. Crystal Report software experience is a plus. College degree, in Business, Economics, Marketing or similar preferred but not required.

### **Core Responsibilities:**

1. Commercial property database maintenance, verification and update, including inventory, availables and comparables
2. Compile competing market exclusive reports and update the database
3. Maintain and distribute Colliers monthly Exclusive listing reports
4. Attend commercial brokerage division meetings
5. Establish and maintain Broker Territory Management reporting systems
6. Generate on-the-fly statistical reports
7. Maintain and develop systems for property database maintenance consistent with companywide conventions and standards
8. Review local business periodicals for trends, statistics and other news articles
9. Maintain, generate and assist broker divisions in interpreting statistical reports for trends and quarterly report publications
10. Publish quarterly commercial real estate statistics and reports, including corporate projects
11. Work closely with Corporate Research Director on companywide initiatives, specifically including IT application development projects

**To Apply:** Send Resume, Cover Letter and Salary Requirements by Email

**Contact:** [megan.grassi@colliers.com](mailto:megan.grassi@colliers.com)

*Colliers International is an equal opportunity employer.*