



JOB ANNOUNCEMENT

Associate Position (Minneapolis/St Paul, MN)

Schedule: Full-Time/Regular

Experience: 5+ years

Background

Hickey & Associates is an exciting, growing real estate corporate service strategy firm headquartered in Minneapolis, MN with offices in most major regions including New York City, Washington D.C., London, Berlin, Hong Kong, Shanghai, Sydney, and São Paulo, along with additional support offices across the United States, is seeking an individual who possesses high energy, good communication and interpersonal skills, along with a strong attention to detail.

Position Description

Lead and coordinate a Project Team through the entire life-cycle of a client's project. As a project lead, the position requires working directly with the client in every facet of the project, along with H&A staff members, government officials and community leaders, real estate executives and other key stakeholders. In this leadership role, the Associate is expected to be the central point of contact for the project and manage the full turnkey process. An Associate is expected to be proactive and creative in discovering solutions to ensure a successful outcome for their respective projects.

Qualifications

- Bachelor's Degree in Finance, Urban Planning, Accounting or Business.
- Minimum 5 years related experience in business, government, and/or real estate, dealing directly with site location, economic development programs, facilities management and/or other similar activities.
- Direct knowledge of cost segregation techniques.
- Background in basic business finance and economics including calculating net present value, taxation and equations based on supply and demand.
- Additional education, accreditations and a strong understanding of Corporate Real Estate considered a plus.
- Strong knowledge of Microsoft Excel, Word and PowerPoint required, along with the capability to quickly learn new software and platforms.
- Demonstrate ability to lead a team of professional individuals.
- Candidate must be a Citizen of the United States.

Knowledge and Skills Requirements

- Strong organizational, analytical, prioritization and communication skills. Must have strong attention to detail.
- Excellent communications skills, which must include proficiency in writing, verbal and oral.
- Ability to work within a team, as well as, independently, when required.
- Strong customer service focus as the direct point of contact with the client.
- Thrives in a professional services environment.
- Must be a self-starter with adept project/time-management skills.
- Solid value and ethical approach with the capacity to handle proprietary and confidential information.
- Aptitude to learn unfamiliar concepts and topics quickly.
- Passion for the business and willingness to accept nothing but success for the client.
- Capable of providing solutions to multiple projects at any given time.
- Efficiently learn and use internal/external software applications.

Salary

Negotiable and commensurate with experience and education.

Work Environment

Ability to thrive in an office setting, as well as, succeed in a virtual environment. Travel may be required.

Interested?

To apply, please email a cover letter and resume to Jobs@hickeyandassociates.com.

No walk-in visits or calls, please.

Hickey & Associates, LLC is an Equal Opportunity Employer