



JOB ANNOUNCEMENT

Analyst Position (Singapore)

Schedule: Full Time/Regular

Experience: 2-4 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, Singapore, 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

Analyst position to be key member of a Project Team by providing assistance with in-depth research, document development, correspondence, financial analyses and other activities directly related with the site selection and public incentive capture process.

Qualifications

- Minimum 2-4 years of experience in economic development, investment promotion, commercial real estate and/or government relations.
- Bachelor's Degree in Finance, Accounting or Business preferred.
- Strong computer knowledge of Microsoft Excel, Word and PowerPoint required.
- Additional education, accreditations and a strong understanding of Corporate Real Estate and Economic Development are considered a plus.
- Candidate must be legal to work in Singapore.

Knowledge and Skills Requirements

- Strong organization, analytical, attention to detail, prioritization and communication skills.
- Excellent written, verbal, oral and presentation skills.
- Ability to work independently and within a Team.
- Strong customer service focus.
- Functional knowledge of a professional services environment.
- Solid value and ethical approach with the capacity to handle proprietary and confidential information.
- Aptitude to learn unfamiliar concepts and topics quickly.
- Capable of providing solutions to multiple projects at any given time.
- Efficiently learn and use internal/external software applications.
- Bilingual skills a plus.

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. Must be willing to commit to a minimum of two years.

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