



JOB ANNOUNCEMENT

Project Associate Position (Chicago)

Schedule: Full Time/Regular

Experience: 5-7+ years

Background

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

Position Description

Project Associate position to 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 team members, government officials and community leaders, real estate executives, and other related stakeholders. In this leadership role, the Associate is expected to be the central point of contact for the project and manage the full turn-key process. An Associate is expected to be proactive and creative in discovering solutions to ensure a successful outcome for their respective projects.

Qualifications

- Minimum five (5) years of experience in business, government, and/or real estate, dealing directly with economic development incentives, and/or other similar activities.
- Bachelor's Degree in Finance, Accounting, Urban Planning, Political Science and/or Business preferred.
- Background in basic business finance and economics including calculating net present value, taxation, depreciation 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.
- Demonstrate ability to lead a team of professional individuals.
- Candidate must be legal to work in the United States.

Knowledge and Skills Requirements

- Strong organizational, analytical, attention to detail, prioritization and communication skills.
- Excellent written, verbal, oral and presentation skills.
- Ability to work within a team, as well as, independently.
- Strong customer service focus as the direct point of contact with the client.
- 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.

Salary

Negotiable and commensurate with experience and education. Candidate must be willing to commit to two years.

Work Environment

Ability to thrive in an office setting, as well as, succeed in a virtual environment.

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