

Financial Analyst/Site Selection Specialist

May 7, 2004

Keewaydin Real Estate Advisors is a national commercial real estate consulting firm that exclusively represents users of real estate. Keewaydin provides real estate services including site selection, lease and purchase negotiation, project implementation and strategic real estate planning. Keewaydin is headquartered in downtown Minneapolis, MN. Our clients range from Fortune 500 companies to smaller firms with single office requirements. Some of our clients include Dow Chemical, Target Corporation, Medtronic, Gander Mountain, The Guthrie Theater and Northwest Airlines.

We are seeking an individual to join our team as a Financial Analyst/Site Selection Specialist. Duties and responsibilities of this position include but are not limited to:

- Creating real estate services proposals for potential clients.
- Preparing needs analysis to determine space needs (i.e. timing and geographic boundaries for the client's project).
- Creating complex spreadsheets including incorporation of detailed formulas to conduct financial analysis of proposals.
- Conducting site selection research via online databases and other sources, verifying the data with brokers and compiling additional information as necessary.
- Creating charts and graphs of pertinent data to support supplemental analysis and client presentations.
- Issuing Request for Proposal, when applicable, to potential landlords or building management.
- Preparing lease and building analysis from information and proposals.
- Conducting ongoing real estate market research.
- Updating and customizing process charts and materials.
- Assisting in information gathering and analysis associated with Keewaydin's strategic real estate planning services.
- Assisting in marketing Keewaydin's services.

Ideal candidates for this position will possess:

- A BA degree in real estate and/or related field and a minimum of 3 years experience; or an MBA in real estate, finance or a related field.
- **Strong financial background.**
- Proficient knowledge of Microsoft Word, Excel and PowerPoint.
- Strong attention to detail.
- Excellent written and oral communication skills.
- Ability to function in a fast-paced environment and handle multiple priorities.

Submit resume and cover letter to:

Debi Neitzel-Waitkus
Keewaydin Real Estate Advisors
80 South 8th Street, Suite 1922
Minneapolis, MN 55402
dneitzelwaitkus@keewaydin.com

For further information about Keewaydin Real Estate Advisors, visit our website at www.keewaydin.com.