

JOB DESCRIPTION

2/3/2010

Long-term temporary assignment (potential to permanent)

Title: Research Associate, Colliers Meredith & Grew

Duration: Immediate through November 30, 2010

Reports to: Chief Research Officer

Responsibilities

Primary responsibility for managing and maintaining the firm's proprietary property database including historical occupancy, space and rental statistics on over 2,000 buildings in the greater Boston commercial market (office, R&D, lab, and industrial). Produce customized reports as requested.

Support all of the firm's business lines via:

- Market and industry-specific research
- Economic and demographic analysis
- GIS mapping (site and tour, employee location, business and demographic)
- Utilize other online data tools (various assessment, registry, Google Earth)
- Procure aerial photography (Aerials Express, Les Vants)
- Draft Industrial Viewpoint. Prepare charts and edit content
- Prepare quarterly submarket updates

Support research initiatives including:

- Complete various Colliers surveys (office, industrial, retail and parking surveys)
- Publish and distribute "Week in Review"
- Maintain research publication distribution lists
- Process subscriptions AP
- Post publications and subscriptions to CMG intranet (The Hub)
- Ad-hoc requests

Qualifications

- Bachelor's degree in business administration, finance, real estate management or other major with equivalent work-related experience
- Minimum five years experience in a real estate-related business
- Excellent analytical, written and verbal skills. Proficiency with Microsoft Office, particularly Excel
- Proven track record supporting the needs of a diverse organization with demanding internal and external clients
- Organizational and planning skills. Capable of dealing with change or unexpected events and tight deadlines
- A sense of humor

Colliers Meredith & Grew is a Boston-based commercial real estate company with integrated service groups including Brokerage, Capital Markets, Counseling & Valuation, Development & Advisory, Investment Sales, and Property & Asset Management. In addition to representing its core clients in New England, Colliers Meredith & Grew provides national and international real estate services to its multi-market clients as a member of Colliers International and as an owner/member of Strategic Alliance Mortgage LLC (SAM). Colliers International is a worldwide affiliation of independently owned and operated companies in more than 293 offices in 61 countries.

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