

Associate, Asset Management – In-Office Opportunity

The Firm – McCarthy Cook & Co.

McCarthy Cook & Co. is a privately held commercial real estate investor and manager with offices in Orange County, Los Angeles, San Diego and San Francisco. We are a passionate and collaborative team of disciplined real estate investors. We invest in, vision and manage great work environments focused on experiential office and life-science campuses and mixed-use assets.

With a 26-year track record and over \$6 billion of investment transactions, we bring a special blend of entrepreneurial zeal and institutional capabilities to our investment underwriting and our strategic asset management disciplines including entitlements, development and construction management, leasing, property management, accounting, and reporting. We build exceptional relationships with our customers and institutional partners and every day is a new opportunity. As a collaborative team, McCarthy Cook offers opportunity for personal and professional growth for enterprising, self-starting teammates. We own and manage over 3 million square feet of Class A office, life-science and mixed-use assets in the western U.S. and partner with premier institutional investors such as Oxford Properties, Prudential, Northwestern Mutual, JPMorgan, Morgan Stanley, Northwood Investors, Alliance Bernstein, Blackstone, and Rialto Capital.

The Opportunity

This is an in-office opportunity to join the McCarthy Cook team as an Associate, Asset Management working in our creative and collaborative Orange County headquarters. As a member of an entrepreneurial team, you will have the opportunity to work closely with MCC's senior principals and team on asset and portfolio management assignments, acquisition underwriting and due diligence with the opportunity to join Investment Committee meetings and strategy discussions. Your primary areas of focus will be the following:

- Work closely with asset management, property management, acquisitions, leasing and accounting teams.
- Manage financial models for assets under management to build asset and portfolio level analytics.
- Work closely with senior management in forecasting/capital planning; Prepare development and construction budgeting and return analyses.
- Assist in the preparation and maintenance of proprietary market models and economic forecasting.
- Assist in preparing/reviewing investment-related financial information and investor relations.
- Assist in sourcing/implementing technology tools to improve processes and drive efficiencies.
- Assist in preparation of internal company dashboards, portfolio financial summaries and investor communications.

We are looking for a true team player to be part of our fun, family-oriented culture and work environment. If you have excellent written and oral communication skills, are a critical thinker with great analytical skills and the curiosity to learn and grow, can multi-task, manage deadlines, and think and work proactively, then we should talk! If you think creatively and collaboratively as a team player, take ownership of assignments, and pitch-in whenever and wherever needed to support the cause, then you are a fit for McCarthy Cook's team culture.

Skills and Experience

- Bachelor's Degree in Accounting, Finance, Business Administration, or related disciplines preferred.
- 2+ years of relevant experience (Real estate analysis, strategic property management or real estate accounting experience is ideal).
- Strong analytical skills and the ability to work in a fast-paced environment and meet deadlines.
- Proficient in Microsoft Office suite of software with advanced abilities in Excel, PowerPoint, etc.
- Argus lease analysis software proficiency and an understanding of commercial lease provisions is a plus. MCC will support additional Argus education.
- Strong communication skills, both written and verbal.

McCarthy Cook & Co. offers competitive compensation including salary, bonus and medical insurance package and the benefit of working with a great team! McCarthy Cook & Co. is an Equal Opportunity Employer and an inspired place to work!

