

## Sales Analyst

**Objective:** The objective is to provide essential support to our sales team by collecting, analyzing, and interpreting sales data and financial information. The sales analyst position will be responsible for organizing deal information, and inputting and maintaining data in the CRM. Additionally, this role will act as a liaison between our sales and underwriting team to ensure that deals are moving appropriately through the pipeline.

### Responsibilities will include, but not be limited to:

- \*Conduct transaction coordination for the Bridge and HUD origination sales team
- \*Assemble and organize new deal packages to submit to credit and underwriting
- \*Act as the liaison between sales and underwriting teams to submit deals and spearhead internal communication
- \*Communicate with clients to request due diligence and other information as needed
- \*Preliminary and initial loan analysis of multifamily and senior housing opportunities
- \*Assisting origination team with lead generation, sales efforts, and research
- \*Input and maintain data in the CRM

### Job Qualifications:

- \*1-3+ years of experience in finance or real estate
- \*Bachelor's Degree preferred
- \*Must be proficient in basic software applications included in Microsoft Office Suite
- \*Strong organizational, oral, and written communication skills
- \*Team working skills
- \*Ability to manage multiple deals in a timely and organized manner
- \*Courteous, respectful, and outgoing attitude

Salary range: \$75,000-\$95,000 base annual salary

Discretionary annual bonus

Medical, dental, 401K and other benefits

Unlimited PTO

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