
TRANSACTION SPECIALIST

The Company

Evans Senior Investments is a real estate brokerage firm with offices in Chicago, IL and Denver, CO focused on providing solutions that empower business owners in the Seniors Housing and Skilled Nursing asset class. Our primary services include seller representation and market valuations. Since 2009, ESI has valued over \$30 billion in assets and sold more than \$2 billion of long term care facilities.

We are looking for...

A highly out-going, energetic, and proactive team player to facilitate our entire transaction process.

We are looking for someone with a great attitude who loves working with people in a dynamic team environment. Must maintain confidence and an assertive personality with the ability to be direct in a professional manner. Exceptional organizational and verbal/written communication skills are required.

As an energetic team player with a “can do” attitude and strong attention to detail, you’re proactive, self-motivated, and retain the initiative and time management skills to work independently under pressure and react quickly to changing priorities.

Ability to follow up on assignments, prepare for meetings, proof-read documents, and redline documents. Well versed in all Microsoft applications (Powerpoint, Excel, Word, etc). Must be willing to enter and alter data within a database.

About This Role...

- Manage the entire transaction process for 20+ deals simultaneously, all in various stages of the transaction process
- Facilitate the initial marketing process for our deals
- Proactively manage our existing client/investor relationships as well as identify and establish potential clients within industry players
- Coordinate document sharing between clients and executives
- Review and explain financial analysis including cash flow projections to potential buyers
- Prepare and edit correspondence, communications and reports for clients
- Collect and analyze data for reports and documents
- Ensure a seamless closing and fund process
- Plan, arrange, and execute internal and external meetings

Qualifications...

- 3+ years of sales experience or experience in the real estate industry
- Highly professional with excellent communication and follow up skills
- Organized and driven with the ability to juggle multiple deadlines, objectives, and transactions
- Outgoing with the ability to manage internal and external relationships
- Strong interpersonal skills
- Persistence and determination
- Highly motivated and target driven with a proven track record in sales
- Relationship management skills and openness to feedback
- Experience with Hubspot and Salesforce is preferred but not mandatory

The Details

This is a full-time, flexible role based in Denver, CO. We rely on EVERY team member to uphold our organization values and contribute to building an even better culture.

We're offering a competitive compensation package of salary, periodic bonuses, as well as a benefit stipend and an unlimited PTO policy. If you're interested in this opportunity, please email your resume to acquisitions@evanssenior.com.