



**West, Lane & Schlager
Position Description
Market Research Manager**

Overview

This position leads the firm in researching data, analyzing trends and identifying opportunities related to the occupants of office space in the Washington DC Metropolitan area.

The ideal candidate has strong research, analytical, and interpersonal skills, as well as a strong desire to build a career in commercial real estate. This position is a balance between leading the firm's research initiatives, helping to position the company as a market specialist and working with the Director of Marketing and others to execute a multitude of broker and company support projects. The position is a team-based role, requiring interaction with all members of WLS team as well as the brokerage team.

Following are additional details regarding the position, skills needed to succeed, and primary responsibilities of the Market Research Manger role within West, Lane & Schlager.

General

Job Title:	Market Research Manager
Reports to:	Vice President of Operations
FLSA Status:	Exempt
Remuneration:	Salary plus year-end bonus (Salary commensurate with experience level)
Benefits:	Eligible to participate in 401[k]; join Company's healthcare plan; annual 3-week vacation; 8 National holidays.
General Hours:	8:30am - 5:30pm (hybrid work schedule)
Apply at:	jobs@wlsrealty.com

Skills

- Advanced proficiency in MS Office Skills (Outlook, Word, Excel, Power Point, Access)
- Experience with data visualization software
- Ability to handle and manipulate large amounts of data, interpret various data sets, and compile reports on data-based insights
- Impeccable writing and communication skills with a proven ability to produce materials fit for external distribution
- Research and understanding of office market opportunities and trends in the DC Metro Area
- Knowledge of commercial real estate financial analysis programs is a plus (ProCalc)
- Excellent interpersonal skills and an ability to work with different personalities
- Strong analytical skills and proficiency in using a financial calculator
- Excellent organization skills and the ability to balance multiple time-sensitive projects simultaneously
- Costar, LoopNet, Compstak and MRIS (can be trained)
- Knowledge of the Washington DC metropolitan area office market is a plus
- Four-year college degree required: 2-4 years' experience required

Responsibilities

- Conduct market research on behalf of WLS brokers and their clients
- Think logically and independently while performing and extrapolating information for brokers on strategic plans and proposal comparisons
- Preparation of strategic plans, RFPs and other critical documents/presentations.
- Compile and present monthly market updates of all building sales, tenants in the market, lease comparables, etc
- Contribute and assemble local market research requests, snapshots, overviews, and topic specific searches based on client and broker requests
- Analyze and understand the history of the Washington DC Metropolitan area office market and anticipate trends moving forward based on past, current, and future market dynamics
- Run numbers in ProCalc for brokers
- Review and have a general understanding of financial models, cash flow projections, and valuation models
- Prepare lease abstracts for current and prospective clients
- Work with Team to add relevant market data/information to PowerPoint/pitch documents
- Work with Marketing Manager on company marketing initiatives
- Research and compile building surveys for WLS brokers and clients
- Oversee and manage the company comparables database
- Assist with Rock Creek Property Group as needed—research related topics
- Attend CMRC meetings and create relationships with other researchers
- Other miscellaneous support of the WLS brokerage team and/or Rock Creek Property Group as needed