



Acquisitions Analyst Job Description

Job Summary

The Acquisitions Analyst assists the Saratoga Acquisitions team with acquisition of real estate properties across the United States. This position is based in Tennessee. This role will analyze potential acquisitions for the company. Assist with investor reporting and interactions. Interact with brokers, lenders, and contractors. Works with resources for meeting loan requirements. Performs due diligence on potential acquisitions.

- Record and organize tenant-driven and market-specific analytics
- Effectively manage deal pipeline
- Attend meetings with team and Director
- Communicate with sellers, brokers, internal contacts, and tenants for potential investment leads
- Works with internal and external resources to obtain/meet loan requirements.
- Assist in identifying opportunities of interest and request financial materials for underwriting purposes
- Performs due diligence on potential acquisitions.
- Relay all pertinent property information, including but not limited to tenant lease terms, easement agreements, and purchase and sale agreement terms
- Accurately prepare initial letters of intent for Director's review
- Create reporting and analytics for potential acquisitions and other related items

Essential Job Duties

- Reporting as requested through Saratoga Group software platforms to include, but not limited to a) Google Apps b) Asana c) Rent Manager
- Effectively communicate with everyone in the organization and with external partners, both verbally and in writing.
- Employee shall devote all of his/her working time, attention, knowledge, and skills to Employer's business interests and shall do so in good faith, with best efforts, and to the reasonable satisfaction of the Employer
- Will need to take after hours emergency calls and respond accordingly
- Maintains regular and predictable attendance.



- Employee shall also perform such other duties as are customarily performed by other persons in similar positions, as well as such other duties as may be assigned from time to time by the Employer.
- Management reserves the right to revise this position description as necessary.

Physical Demands and Working Conditions/Environment

- Must be able to work 5 days per week M-F,
- Capable of working up to 8+ hours a day, with occasional longer days if needing to meet project deadlines.
- Capable of pushing, pulling, or lifting up to 25+ lbs.
- Occasionally required to climb, kneel, crouch, bend or crawl
- Additional physical demands include: being outside/walking across communities in various weather conditions, on foot for an extended period of time, walking up and down stairs, and climbing a ladder.
- Must be able to travel to communities as required by the job and as assigned by the supervisor.

I acknowledge that I have reviewed this job description and I understand all of my job responsibilities and I am able to perform and fulfill these responsibilities. I understand that management reserves the right to revise this position description as necessary and changes may not be specifically included in the job description. If I have questions about job duties either within the description or not specific to this description, I understand I should ask my immediate supervisor or human resources.

I understand that if I cannot meet the requirements of the job description without a reasonable accommodation, that I should immediately let my supervisor or human resources know.

Signature

Print Name

Date

