

Job Description

JOB TITLE: **Senior Associate, GIS and Research Specialist**

www.velocityretail.com

Submit Resume to: **careers@velocityretail.com**

SUMMARY:

This position is primarily responsible for producing maps and research related materials utilizing MapInfo software that provide our clients analysis in their retail real estate decision-making process. The position provides timely and high-quality service to clients and brokers by managing multiple steps in the real estate process. This position will be part of a dynamic company executing transactions for leading retail clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Produce maps using MapInfo for commercial real estate marketing & planning uses

Analytic and graphic design sensitivity to plan map styles according to use: street map, aerial maps, DEM & demographic maps

Maintain databases of retailers, traffic counts, shopping centers, road construction changes, housing developments & imagery

Research & manipulate location data in MS Excel to prepare for geocoding

Run demographic reports using on-line applications

Digitally enhance aerial photography using Photoshop, InDesign, and Illustrator

Translate, modify & register site plans, master plans & logos, including custom symbols

May also assist clients to choose & analyze demographic data for site selection models

Manage, update & edit retail layer

Research real estate and economic trends providing reports to sales force for client's use

Responsible for quarterly vacancy study and associated client presentation

Responsible for maintaining and updating study regarding big box vacancies in the market and coordinating the research twice per year

Analyzing and creating presentations relating to the market studies for clients and industry events

Maintain database of industry comps, as well as researching for specific client site requirements

Preparing real estate committee site packages

Utilize Google Earth and Google Maps for 3D imagery graphics

KML/KML Google Earth development

Miscellaneous duties as directed

QUALIFICATIONS:

MapInfo experience preferred and knowledge of on-line GIS resources

Prior market analysis (retail location-based GIS) highly desirable

Excellent knowledge of Microsoft Word, Excel, PowerPoint, Adobe Suite, Photoshop

Project management & organizational skills

Strong attention to detail

Ability to “drill down” & figure things out - provide solutions to problems

Work independently, supporting multiple teams

Receptive & willing to learn new technologies

Ability to communicate changing workload & manage multiple concurrent deadlines

Willingness to take full ownership of responsibilities

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) from four-year college or university; or four to seven years related experience and/or training.

About Velocity Retail Group

Headquartered in Phoenix, Arizona, Velocity Retail Group provides a full range of commercial real-estate services including leasing and selling of shopping centers, tenant representation, consulting, investment consulting, development to retail tenants, and redevelopment to owners of retail real estate throughout the Southwest. Visit www.velocityretail.com. Apply at careers@velocityretail.com.