



## Due Diligence Senior Associate

**Realogic** is a pioneer in the commercial real estate consulting industry. For 25 years, Realogic has focused on providing results-oriented lease administration, financial analysis and software services based on unparalleled levels of experience, technology and quality control.

We are seeking an individual to fill the role of Due Diligence Senior Associate in our Chicago office.

### **Responsibilities include:**

- Abstracting of commercial lease documents
- Performing project management for due diligence assignments
- Maintaining contact with clients and internal stakeholders
- Reviewing lease abstracts prepared by other team members
- Special projects and additional assignments as required

### **Qualifications/Experience Required:**

We are looking for an experienced lease abstractor. Candidate should have 2-5 years of lease abstracting experience and be well-versed in lease language and terms.

In order to succeed in this role, you will need to thrive in a fast-paced, deadline-driven environment. Our company is growing and there is tremendous growth potential for this position as well.

Realogic offers a generous compensation and benefit package including:

- Medical, dental, vision, and life insurance plans
- Generous vacation and sick day policy
- 401k Plan
- Transit program

Qualified candidates should submit their resume and cover letter to [careers@realogicinc.com](mailto:careers@realogicinc.com)

No recruiters or placement agencies

Realogic is an Equal Opportunity Employer