



**Experienced (minimum 3 years)
RE Investment Manager**

Geneva/ position open to be defined.

Salary

To be discussed, based on experience, will include opportunities to invest or participate in deals.

Job Description

Paragon SA has an opportunity to build on its foundation and is looking to hire a motivated real estate professional who is eager to use his/her experience and skills to contribute to a growing investment management business.

A passion for real estate will allow the candidate to quickly contribute in all areas of the business. Since we are a small team, the new executive will be responsible for financial analysis, leasing, asset management and eventually acquisitions. We are a small team where each individual will have tasks that go beyond their job description and everyone should be flexible willing to do a bit of everything. The candidate should have real estate experience and will be required to use local knowledge, contacts, and language skills to facilitate our development.

The real estate professional will present findings and analysis, in both English and French, to cross-border investors. The ideal candidate will be an excellent counterpart to the CEO and will complement the team by bringing structure, project management skills, accounting expertise and attention to detail to a highly successful organization.

Skills

Candidates for the position must be able to fulfill the following job requirements:

- Must be excellent with Excel and proficient with PowerPoint and MS Project (or equivalent);
- Must have had past work experience in creating comprehensive financial models in Excel;
- Must have experience in analyzing balance sheets, expertise in accounting and tax optimization strategies;
- Must have in-depth understanding of Swiss real estate markets, particularly the “Suisse Romande” market;
- Must have flexible schedule and be able to travel often on short-notice;
- Useful to have an experience in portfolio underwriting;
- Useful to have experience marketing properties to potential tenants;
- Useful to have had “on-site” work experience in construction and/or engineering industries;
- Useful to have work experience in the writing of lease documents and knowledge of local laws and regulations;

Paragon SA is looking to hire highly motivated individuals who have demonstrated excellence in prior endeavors and are passionate about whatever they do. The successful candidate should have strong communication and organizational skills, ability to meet deadlines and work under pressure.

We are looking for a unique personality who brings structure and organization but also shares our passion for entrepreneurship.

Contact

info@paragon-sa.com – + 41 22 736 3028