

Job Description



Job Title: Asset Management & Valuation Intern **Reporting To:** Director of Asset Management & Valuation
Job Function: Asset Management / Valuation **Job Location:** Cleveland, Ohio

Summary:

The Asset Management & Valuation Intern will support the Asset Management and Valuation teams while gaining hands-on experience in financial analysis, project management, and real estate operations. This role will take the lead on a financial modeling project in RockportVAL, including entering and validating forecasting models for office, retail, and hospitality projects.

In addition, the intern will gain exposure to operating financials for real estate assets and assist with disposition and refinancing processes. The ideal candidate is driven, eager to learn, and has a strong interest in commercial real estate asset management and underwriting. Proficiency in Microsoft Excel and strong analytical skills are essential. This role will be a member of the Asset Management and Valuation team and work closely with Accounting, Legal, and Development team members.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Asset Management & Valuation Intern.

Essential Duties and Responsibilities:

- Create and maintain forecast models in RockportVAL using current financial statements, budgets, and collaboration with Asset Management and Valuation team members for office, retail, and hospitality projects.
- Assist Asset Managers with the disposition process, including reviewing offering memorandums, collecting due diligence materials, responding to buyer inquiries, and analyzing offers.
- Support Asset Management and Valuation teams with financing models and preparation of financing packages, as needed.
- Assist with ad hoc projects as assigned.

Education / Experience:

- Currently pursuing a degree in Real Estate, Finance, Business Management, Architecture, Urban Planning, Historic Preservation, or a related field.

Knowledge Skills & Abilities:

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrates behaviors consistent with the Company's Cultural Norms.
- Strong research, analytical and problem-solving skills.
- Excellent written and verbal communication skills

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- Be assertive, creative and adaptable to changing conditions.
- Strong interpersonal skills; Work well with individuals at all levels of an organization.
- Well-organized and able to prioritize and multitask.
- Exercises sound judgement.
- Meets deadlines.
- Eager to learn.

Computer Skills:

- Proficient in Microsoft Office software (Excel, Outlook, Teams, SharePoint, PowerPoint).
- Ability to leverage AI platforms (ChatGPT, Copilot, etc.) to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.
- Knowledge of reporting dashboards and analytics platforms (e.g., Power BI, Tableau, Excel) to create visualizations, generate insights, and support data-informed decision-making.
- Experience with real estate asset management software preferred.
- Experience with financial modeling tools such as Argus or Rockport.
- Ability to learn new software.

Compensation:

\$21.07/hour and/or for course credit.

Hours:

30+ hours/week.

Duration:

May through August

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.