

Real Estate Data Analyst

ROLE PURPOSE

Reporting to the Head of Solution Development, the Real Estate Data Analyst's primary purpose is to support in the delivery of analytical insight for all client driven requirements, supporting the successful acquisition of new business and retention of existing contracted business.

We are looking for someone with experience analysing raw data, that can interrogate and visualise information to help clients make informed business decisions. Where required the Analyst will also deliver analysis on project work, driven by external and internal needs.

KEY RESPONSIBILITIES

Data gathering and preparation

- Liaise with the internal teams and clients directly to gather and consolidate data on property portfolios.
- Cleanse and prepare the data for analysis.
- Augment the data with internal and external benchmarks.
- Continuously look to improve this process for future projects.

Decision support and data analysis

- Analyse clients' property portfolios with input from Instant's subject matter experts (Market Insight, Property Solutions, Workplace Consultancy etc).
- Benchmark cost and efficiency against the market and best practice.
- Collaborate with the project team and devise solutions for the client.

Financial modelling and data visualisation

- Model the financial and operational impact of the different scenarios.
- Help the project team to present the final recommendation(s).
- Use Power BI to create visuals which shows the impact of the solutions suggested.
- Create presentations to explain the solution at an appropriate technical level for the client.

Stakeholder engagement

- Engage with internal and external stakeholders to define requirements for analysis.
- Produce project plans to ensure clear communication and timely delivery.
- Provide ongoing updates to stakeholders on progress and risks.
- Present findings alongside the project team.

KEY SKILLS AND COMPETENCIES

This role involves having the following key skills and competencies, namely:

- Analytical and a problem-solving mindset
- Collaborative, communicative and confident
- Responsible with organisational skills
- Flexible and adaptable approach to work and able to prioritise your workload
- Deal with concepts and complexity comfortably and capable of managing expectations and communicating with multiple stakeholders
- Proven data analysis and process management skills experience alongside having a strong familiarity with data mining and mapping
- Skills in Microsoft Office Suite (Word, PowerPoint etc)
- You must have essential technical skills in MS Excel - familiar with logical functions, vlookups and pivots, and business intelligence tooling experience (Power BI)
- Educated to degree level

Working at Instant

About The Instant Group

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. Instant places more than 7,000 companies a year in flexible workspace such as serviced, managed or co-working offices including Sky, Network Rail, Capita, Serco, Teleperformance, Worldpay, and TMF making it the market leader in flexible workspace.

Its listings' platform Instant Offices hosts more than 12,000 flexible workspace centres across the world and is the only site of its kind to represent the global market, providing a service to FTSE 100, Fortune 500, and SME clients. With offices in London, Newcastle, Berlin, Haifa, Dallas, New York, Miami, San Francisco, Hong Kong, Sydney, Singapore, and Kuala Lumpur, The Instant Group employs 230 experts and has clients in more than 150 countries. It has recently been included in the 2018 Sunday Times' HSBC International Track 200.

A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just around the corner. We have been rated as one of the best small companies to work for and as one of the top companies with the fastest-growing international sales by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mind-set.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will be based at our head office at the Blue Fin Building in Southwark but may be required to work on a client site. The building boasts amazing views over London with café, coffee shop, roof terrace and paid gym in the basement.

The area itself (Bankside) is one of the oldest parts of London – entrepreneurs, artists and revellers have flocked here for almost 2,000 years. It is one of London's most vibrant areas, with a heady mix of culture, foodie delights, attractions and architecture. Bankside was once known as London's larder, it's a title that lives on today in the fresh produce of Borough market and the wealth of fine restaurants, pavement cafes and shops surrounding it.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Alice Mitchell:

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