

VICE PRESIDENT – REAL ESTATE DEVELOPMENT

KETONE PARTNERS - ARLINGTON HEIGHTS, ILLINOIS

POSITION SUMMARY

The Vice President of Real Estate Advisory Services will be a key individual in sustaining and growing Ketone's Real Estate Advisory & Development Platforms. Responsibilities include, but are not limited to the following:

- 1) Assist in managing (budget, schedule, procurement, quality & risk) commercial real estate development and renovation projects including planning, design, construction, occupancy & closeout.
- 2) Assist in the entitlement and permitting activities relating to Ketone projects, or consulting projects.
- 3) Collect and interpret property, market and demographic data.
- 4) Learn and apply financial modeling and analysis skills.
- 5) Read, understand and apply standard to documents that effect real estate projects, including agreements, contracts, leases, work letters, surveys and drawings.

The ideal candidate will have an entrepreneurial spirit, strong work ethic, attention to detail and the ability to think outside the box. The successful candidate will receive significant responsibility at an early stage with the long-term objective of being self-sufficient and the freedom to manage projects independently. The ability to function with a high degree of self-motivation and initiative is a must.

LOCATION

Working at the Ketone office located at 171 W. Wing Street, Suite 205, Arlington Heights, Illinois, from a client's office or jobsite as determined by the Company.

QUALIFICATIONS

The ideal candidate will have a BA in business, construction, civil engineering, finance or real estate and 5-7 years of practical working experience. Experience designing or managing construction projects is required. The individual should have highly developed verbal and written communication skills, be an independent worker and team player, have strong organizational skills, and experience using Excel, Word, and PowerPoint.

ABOUT KETONE PARTNERS

Ketone Partners is a real estate consulting, investment and development company, providing integrated commercial real estate solutions to individuals and corporations. Additional company information can be found at www.ketonepartners.com.

CONTACT

If you are interested in this position, please e-mail your resume and cover letter to careers@ketonepartners.com or attach and submit your resume through the careers tab on the website.