

Mergers & Acquisitions Analyst

PSMJ Resources, Inc. is the worldwide leader in business information, executive education, and management consulting for the architecture, engineering and construction (A/E/C) space. We're looking for an ambitious Mergers & Acquisitions (M&A) Analyst to join the successful and growing team at our Newton, Massachusetts headquarters.

The selected candidate will be working directly with our Senior M&A Consultants to conduct upstream market research, manage large volumes of industry intelligence data, and otherwise assist to deliver our buy-side and sell-side assignments.

In this role, specific responsibilities will include:

- Conducting research through multiple channels to produce sets of potential buyers and sellers based on various criteria, while simultaneously building database of buyers/sellers in the marketplace
- Performing phone and email outreach to potential buyers and sellers to gauge interest and fit levels on behalf of our M&A clients,
- Preparing client deliverables such as target sourcing reports, Confidential Information Memorandums, project status reports, etc.
- Managing the initial Non-Disclosure Agreement execution process and information exchange with clients and potential sellers or buyers.
- Enhancing and improving our database of potential buyers and sellers through consultant referrals, internet searches, and other sources,
- Monitoring announcements of closed deals to get the latest insight on buyer appetites, input that intelligence into our database, and scan for potential seller matches.
- Assisting on other projects as needed, such as preparing proposals, invoices, etc.

The successful M&A Analyst will combine a passion for helping our clients along with equal parts attention to detail and persistence. Other specific skills that we look for in the right candidate include:

- market research or other business management experience.
- Database development and management experience.
- Web-based search and market research experience.
- Client and prospect communications skills for phone and email communications.
- Self-starter with a proactive attitude to accomplish company mission
- Ability to consistently meet deadlines with top-quality work.
- Excellent knowledge of Microsoft Word, Excel, and PowerPoint.
- Basic accounting knowledge is a plus.
- Salesforce.com experience is a plus.
- Architecture/Engineering/Construction industry experience is a plus.

If you are the perfect fit for this in-office intern position, don't just send us a resume! Tell us your story, what really drives you to excel, and why you should be a part of our future. Contact Susan LeComte at slecomte@psmj.com.

Learn more about us a www.psmj.com.

