PEMBROKE

Job Title: Data Analyst (Part Time)

Job Location: Boston

Date: September 2026

About Pembroke Real Estate

Pembroke is an international real estate advisor that acquires, develops, and manages properties and places, specializing in mixed-use and office environments in the world's leading cities.

We believe real estate is about more than buildings. By combining global expertise with local knowledge, we create long-term value for our tenants, investors, and the communities in which we work. Our colleagues bring expertise from a variety of disciplines and share a commitment to excellence, integrity, collaboration, and continuous improvement. Working together, we create places people love.

Pembroke has offices in Boston, London, Munich, Stockholm, Sydney, Tokyo, and Washington, DC, and manages approximately 9.8 million sq ft/915K sq m in North America, Europe, and Asia Pacific. Facilitating the patient capital of FMR LLC, commonly known as Fidelity Investments, and Fidelity International Limited, we invest in global markets with long-term growth potential. For more information, visit our website: www.pembroke.com

The Role

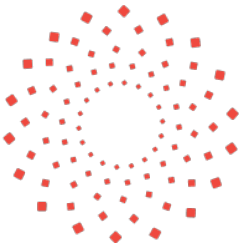
We are seeking a part-time Data Analyst to support Pembroke's data and reporting needs. The successful candidate will have 1+ years of prior data analytics experience and exhibit strong analytical / organizational skills, as well as a robust understanding of databases and analytical tools including PowerBI. This role reports to Pembroke's Senior Director, Business and Technology Operations.

This individual will support the end-to-end data management lifecycle, including data integrity, quality, and governance, while contributing to the development and maintenance of reports, dashboards, and data insights that meet evolving business needs. The expectations are between 20-36 hours per week to be completed on-site in the Pembroke Boston office.

Responsibilities

- Develop and maintain an understanding of existing reports and dashboards, data definitions, structures, and business rules across key source systems.
- Support users of existing reports and dashboards by responding to questions, investigating issues, and assisting with troubleshooting.
- Adhere to data management standards, policies, and best practices to promote data quality and consistency.

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- Collaborate with internal stakeholders and external consultants to support the development and enhancement of Power BI reporting solutions.
- Contribute to data quality and reporting initiatives that improve consistency, reliability, and trust in datasets.
- Provide analytical, reporting, and operational support to the Data & Reporting team through ad hoc requests and special projects.

The Expertise and Skills You Bring

- Bachelor's degree in a related field required; 1+ years of relevant experience, including business analysis, data analytics, and/or report development; real estate experience a plus.
- Experience with data analysis or visualization tools such as Excel and PowerBI (or alternatives, e.g. Tableau), with proficiency in DAX & Power Query/M or equivalent languages.
- Proficient with SQL and database management and knowledge in developing custom Data Pipelines to extract data, map data, transform data, and to load data in various data stores.
- Enterprise-level experience in data presentation through dashboard/other visualization techniques.
- Capable of clearly communicating complex analyses to a non-technical audience.
- Demonstratable ability to produce results, meet deadlines, and manage complex and shifting priorities.
- Collaborative and team-oriented work style, and an entrepreneurial / motivated character.
- Experience in Hyperion/PBCS, Yardi, Argus Enterprise, VTS or other real estate applications is preferred.

At Pembroke, we believe the most effective way to attract, develop and retain a diverse workforce is to build an enduring culture of inclusion and belonging.

Pembroke will reasonably accommodate applicants with disabilities who need adjustments to participate in the application or interview process. To initiate a request for an accommodation, contact the Pembroke Human Resources team by sending an email to PembrokeHR@fmr.com