



# Real Estate Associate

Columbia Property Trust

## Company Background

Columbia owns and operates Class-A office buildings concentrated in New York, San Francisco, and Washington, D.C. Its portfolio consists of over nine million square feet, including 19 operating properties and one property under redevelopment. With executive offices in New York, San Francisco, Atlanta, and Washington, D.C, Columbia carries an investment-grade rating from both Moody's and Standard & Poor's.

## Job Description / Key Responsibilities

Columbia Property Trust is currently seeking a **Real Estate Associate** for our Washington D.C. office. The Real Estate Associate will primarily be charged with supporting the Vice President of the Eastern Region in driving value through the generation and implementation of asset strategies for an assigned portfolio of office assets in the New York region as well as supporting the acquisition process for new acquisitions. As a team member of a vertically-integrated real estate operating company, the Real Estate Associate will gain significant exposure to all facets of commercial real estate (construction, accounting, property management, leasing, acquisitions) and be expected to play an active role in the hands-on, active asset management performed by the Eastern Region team.

Key responsibilities will include:

- Work directly with the VP of the Eastern Region to help execute asset business plans intended to create value in the portfolio. This will involve significant involvement in operations, leasing, and capital project supervision.
- Prepare, maintain, and update property cash flow models.
- Prepare analysis of major leases, capital projects, or other investment decisions impacting asset value.
- Support the acquisition process, which includes underwriting and screening potential new acquisitions, assisting in the due diligence process, drafting Investment Committee/Board presentations.
- Participate in lease negotiations.
- Transition new acquisitions to operating portfolio and assist in development of asset business plans for new acquisitions.
- Update and maintain asset business plans and 12 week asset look aheads.
- Assist in the preparation of annual property operating and capital budgets.

- Develop annual hold/sell analyses.
- Assist in preparation of internal and external presentations.
- Assist in market research and analysis in Washington D.C.
- Assist with special projects and reporting as needed.

## **Qualifications**

- Undergraduate degree is required, advanced degree a plus.
- Approximately two – four years of relevant work experience is required. Specific asset management experience is preferable, but real estate acquisitions, financing, sales, and leasing experience is acceptable. Candidate will be expected to have strong financial analysis skills with experience of applied financial analysis in commercial real estate.
- Excellent verbal and writing skills.
- Candidate must be able to work independently and as part of a team. Candidate should be proactive and self-motivated. Strong work ethic, integrity and attention to detail are essential.
- Fluency in Excel and Argus required.
- Knowledge of D.C. market valuable.
- Experience with institutional quality office assets preferred.