Columbia
Property Trust

Asset Management Associate

New York, New York (In Office)

As an **Asset Management Associate**, you will play a pivotal role in the financial and strategic management of Columbia Property Trust's portfolio, including supporting the underwriting of new investments and the asset management of existing investments in U.S. gateway markets. Your expertise in financial analysis and market dynamics will contribute to the maximization of investment value and support the company's growth.

Key Responsibilities:

- Conduct **comprehensive financial analyses** for real estate assets using Excel and Argus, ensuring accuracy and depth in forecasting and valuation.
- Develop and update **asset summary reports** for each asset, providing critical data for decision-making.
- Maintain **up-to-date knowledge** of local market trends to strategically position each investment.
- Collaborate with external stakeholders and internal leadership to secure necessary **approvals and consents**.
- Assist with execution of **investment transactions** for the properties, including acquisitions, dispositions, refinancings and recapitalizations.
- Contribute to the creation of **business plans, budgets, and reforecasts**, aligning financial strategies with company goals.
- Generate and distribute **financial reports** on a monthly, quarterly and annual basis to joint venture partners, lenders and the Company's board.
- Monitor and analyze **capital improvement projects**, liaising with internal teams to maintain budget integrity.
- Manage **property tax-related tasks**, including RPEI and equivalent statements and tax certiorari claims.
- Engage with property management, leasing, and construction teams to facilitate **financial analysis** of leasing deals and capital improvement work.
- Address **tenant-related financial issues**.
- Assist in **asset valuations**, collaborating with senior management and external appraisers.
- Ensure **best practices** in asset management are upheld, contributing to the continuous improvement of the function.
- Participate in **leasing discussions**, providing financial insights to align with asset strategies.
- Perform additional **financial analyses** as needed to support the company's objectives.

Competencies:

- Exceptional **communication skills**, adept in both written and oral formats.
- Proven **time management** abilities, prioritizing tasks efficiently.
- Collaborative mindset, able to work effectively with **cross-functional teams**.
- Proficiency in **Microsoft Office Suite** and Argus Enterprise.
- Self-motivated with a **detail-oriented** approach to work.
- Willingness to **travel** as required by the role.

Required Education/Experience:

- A **Bachelor's Degree** in Economics, Finance, Real Estate, or a related field.
- **3-5 years** of relevant experience in investment banking, real estate private equity, or real estate finance, with a preference for candidates with real estate industry experience.
- Strong background in **financial analysis** and **advanced financial modeling**, with a solid grasp of investment principles.

Compensation:
- Base salary $140,00-180,000, plus bonus
- Health, Dental, Vision
- 401(k) match

This role offers a dynamic work environment where your analytical skills and strategic insights will directly impact the company's success in the real estate market. If you are driven, organized, and ready to take on challenging financial projects, we encourage you to apply.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

About Columbia Property Trust:

Columbia Property Trust is a world-class developer, owner, and manager of premier real estate sectors in New York, Boston, San Francisco, and Washington, D.C. Columbia's vertically integrated team and capabilities provide a strategic platform to create, protect, and grow value across the existing portfolio and markets of operation. For more information, please visit www.columbia.reit.

Columbia is proud to be an Equal Opportunity Employer – Veterans/Disabled and other protected categories.