



Associate, Asset Management – Piedmont Office Realty Trust

November 15, 2011

Johns Creek, Georgia 30097
<http://www.piedmontreit.com>

JOB SUMMARY:

Provide Asset Management expertise in the West Region portfolio of Piedmont Office Realty Trust.

JOB REQUIREMENTS:

- Bachelor's degree required
- 5 - 7 years experience
- Good verbal and writing skills
- Experience in financial analysis (NPV, IRR, lease comparison, ROI, DCF modeling, payback, financial statement analysis, etc.
- Proficient in ARGUS and Excel

JOB RESPONSIBILITIES:

The Associate will ultimately, although not necessarily in the near-term, have direct property assignments. In this area, the Associate will be responsible for:

- Negotiating certain relevant property-level documents/contracts, including leases, licenses and, where applicable, third-party management and exclusive leasing listing agreements.
- Inspecting properties and direct competition on a regular basis; monitoring local market conditions, anticipating trends and repositioning property accordingly.
- Completing Lease Analysis of prospective leasing transactions, including assisting Senior Asset Managers in the analysis and comparison of prospective lease deals.
- Prepare and present Investment Committee recommendations on large lease transactions.
- Frequently updating Senior Management on leasing efforts for all properties, including both new leasing activity for vacant space as well as renewal activity on existing tenants.
- Reviewing and approving property budgets, including both projected leasing and building capital plans.
- Regularly updating ARGUS models to be used in ongoing cash flow projections of portfolio.

- Supporting the Capital Markets process by opining on the target property, the respective market, and the related acquisition underwriting. Assist in the disposition process as well.
- Selecting and directing the transition of the property-level team (property manager, leasing agent, attorneys, and other third party professionals) after acquisition.

Piedmont Office Realty Trust offers a competitive salary, bonus and comprehensive benefits program, as well as the opportunity to grow with an organization that values excellence.

EOE M/F D/V