



**Corporate Real Estate Analyst
Fort Worth, TX**

Qualified candidates should submit their resume and cover letter to Kate Waggoner at kate.waggoner@energyreco.com.

RESPONSIBILITIES

- Assists with project initiation and scope definition, prioritization of assignments, and adherence to business-driven priorities, commitments, and milestones
- Develop standards for space searches and location strategy for the business units to be shared with 3rd party brokers
- Coordinates the negotiation of sales, purchases and leases through a 3rd party broker
- Develops an asset strategy for every, leased or owned, facility within their portfolio
- Locates and acquires new properties to meet business's requirements and timeline
- Disposes of surplus properties
- Understands how to review, analyze, and interpret financial analysis templates including book and cash flow projections, NPV (net present value), and/or IRR (internal rate of return) financial analyses to enable business to make informed decisions
- Works closely with 3rd party broker and internal departments including: Lease Administration, Project Management, Facility Management, and Finance/Accounting teams to ensure integration between the functional units
- Closely track all transaction activity to ensure it fits business criteria and is in line with strategic goals.
- Ability to build relationships and influence decision makers to streamline processes and standards; reducing costs and increasing speed to market
- Track timelines of market searches and lease executions
- Prepares reports and makes presentations to relevant parties
- Ability to understand and draft real estate related contracts for review with Law

QUALIFICATIONS

- Bachelor's degree (Business, Finance, RE preferred)
- 5+ years' experience in a Corporate Real estate or Commercial Real estate organization
- Ability to travel
- Strong leadership skills
- Computer software application (Microsoft Excel (intermediate), Word, PowerPoint, Outlook, etc.) and Internet navigational skills
- Strong interpersonal and organizational skills with ability to manage multiple projects simultaneously

- Excellent written and verbal communication skills
- Strong organizational and analytical skills
- Ability to provide efficient, timely, reliable and courteous service to customers
- Excellent consultative and communication skills (written & oral) and ability to interface effectively with all internal and external stakeholders and effectively disseminate information
- Internally motivated to seek out answers, generate ideas, and develop new skills
- Ability to effectively present information to key stakeholders and various levels of Management

ADDITIONAL REQUIREMENTS/SKILLS

- Comply, understand, and support corporate safety initiatives to ensure a safe work environment
- Ability and willingness to abide by the company's Code of Conduct on a daily basis
- Valid driver's license and ability to drive for extended periods of time
- Occasional overnight travel may be required

Qualified candidates should submit their resume and cover letter to Kate Waggoner at kate.waggoner@energyreco.com. For more information on Energy Real Estate Solutions (ERES) please visit www.energyreco.com.

EEO STATEMENT

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.