



Job Description

POSITION:	Analyst
DEPARTMENTS:	Asset Management, Acquisitions & Development
REPORTS TO:	Senior Director, Asset Management
START DATE:	August 2016

1. Company Overview

Tishman Speyer is one of the leading owners, developers, operators and fund managers of first-class real estate in the world. Since 1978, Tishman Speyer has acquired, developed and operated 389 assets with approximately 152.0 million square feet of commercial and residential space. The total value of Tishman Speyer's current unrealized portfolio plus total sales volume on realized investments since inception is approximately US\$78.2 billion in total value across the United States, Europe, Latin America and Asia. Around the world, Tishman Speyer is relied upon by many of the world's most prestigious corporations to meet their office space needs. Signature assets include New York's Rockefeller Center and Chrysler Center, São Paulo's Torre Norte, Ventura Corporate Towers in Rio de Janeiro, as well as OpernTurm and TaunusTurm in Frankfurt. Tishman Speyer currently has projects in different stages of development in Atlanta, Brasilia, Boston, Chengdu, Frankfurt, Gurgaon, Hyderabad, Los Angeles, New York City, Paris, Rio de Janeiro, San Francisco, São Paulo, Shanghai, Suzhou and Washington, DC.

In Germany, Tishman Speyer owns, operates and develops buildings in Frankfurt and Berlin with a total value of approx. EUR1.5 billion. The latest acquisitions were the mixed-use landmark building Q205 in Berlin, located between Friedrichstrasse and Gendarmenmarkt, and a development site in the heart of Frankfurt's central banking district for the new high-rise development OMNITURM with a total lettable area of 53,000 sqm and a building height of 185m.

2. Functional Responsibilities of the Job

2.1 Primary responsibilities (Asset Management)

- Manage and update financial Excel models for existing assets on an ongoing basis, to conduct multiple financial analyses, scenarios, sensitivities and performance calculations to facilitate and recommend internal Asset Management decisions regarding business plans and hold, sell, or refinance scenarios of different assets. Provide solutions for improving asset performance.
- Support Asset Management team members with regards to daily operational Asset Management tasks, as well as internal, Lender and Joint Venture partner reporting by independently working with Asset Management, Leasing, Property Management, Design & Construction, Controlling and Accounting teams to collect and process relevant asset data.
- Continually review Asset Management documentation (leases, contracts, reports, etc.) to assure accuracy and consistency. Develop and maintain documentation.

2.2 Secondary responsibilities (Acquisitions & Development)

- Underwrite real estate acquisition opportunities and analyze developments by conducting multiple financial analyses, scenarios, sensitivities and performance calculations to facilitate and recommend internal Acquisitions and Development decisions.
- Assist the Acquisitions team in the due diligence process (review data rooms, perform site inspections, coordinate with legal and technical teams, support potential Lender and Joint Venture partner negotiations) to process relevant project data and prepare internal recommendation memoranda by independently working with internal and external parties.
- Undertake market research on an ongoing basis to determine appropriate underwriting assumptions by analyzing broker publications relating to market rents, inventory, absorption, new construction and macroeconomic performance data. Review newsletters to stay current regarding Tishman Speyer specific and related industries and to research existing and future industry standards.
- Support Development team in Lender and Joint Venture Partner reporting.
- Continually review Acquisitions & Development documentation to assure total accuracy and consistency. Develop and maintain documentation.

3. Essential Functions of the Job

3.1 The Analyst must be able to perform the duties of the job and have the following prerequisites:

- Excellent analytical skills.
- Passion for real estate.
- Commercial real estate and/or finance experience acquired during 4-6 months' internships, preferably on owner's side in real estate.
- General understanding of finance, accounting, leasing and capital markets.
- Ability to understand and communicate efficiently in English and German both verbally and written.

4. Tishman Speyer Analyst Core Competencies

4.1 Technical Skills:

- Broad understanding of the German real estate and financial market
- Excellent financial modelling skills
- Excellent Microsoft Excel, Word and PowerPoint skills

4.2 Communication

- Able to communicate clearly and concisely verbally and over the phone
- Accesses and relays information quickly and accurately
- Communicates effectively across all functions and with all levels
- Writes clear concise memoranda and reports

4.3 Commitment to Increasing Contribution to Tishman Speyer

- Understands asset valuation and seeks ways to enhance property value
- Reliable, consistently meets deadlines, follows through on all assignments with minimal direction
- Willingly accepts assignments regardless of simplicity or complexity
- Checks own work to assure accuracy and quality
- Able to assess problems, knows when to seek input and when to make decisions independently
- Takes responsibility for improving own business and technical skills on ongoing basis
- Seeks specific feedback and integrates into performance
- Respects confidential nature of departmental activities

4.4 Demonstrated Leadership Skills

- Demonstrates integrity, personal responsibility initiative
- Works well independently

4.5 Ability to Prioritize/Multi-Task

- Effectively manages multiple tasks, multiple demands and competing priorities
- Highly organized with great attention to detail
- Demonstrates effective judgment in day to day activities
- Works constructively under stress and pressure

4.6 Ability to Work in Teams

- Works cooperatively with other team members, respecting conflicting priorities of inter-departmental teams
- Takes on additional work as needed
- Shares knowledge, expertise and helpful feedback with others

4.7 Entrepreneurship

- Generates new ideas and solutions re: processes, procedures, systems, forms
- Suggests new and different ways to increase value of assets within a portfolio

Interested graduates may direct their applications (consisting of cover letter, CV, university and internship certificates) to heike.maennicke@tishmanspeyer.de by July 4th, 2016. For any questions, please contact

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