JOB DESCRIPTION

Job Title: Asset Manager
Location: United Arab Emirates
Department/Service Line: GWS
Reports To: Regional Asset Management Lead

About CBRE

CBRE Group, Inc. is the world's largest commercial real estate services and investment firm, with 2018 revenues of $21.3 billion and more than 90,000 employees (excluding affiliate offices). CBRE has been included in the Fortune 500 since 2008, ranking #207 in 2018. It also has been voted the industry's top brand by the Lipsey Company for 18 consecutive years, and has been named one of Fortune's "Most Admired Companies" for seven years in a row, including being ranked number one in the real estate sector in 2019. Its shares trade on the New York Stock Exchange under the symbol "CBRE."

CBRE offers a broad range of integrated services, including facilities, transaction and project management; property management; investment management; appraisal and valuation; property leasing; strategic consulting; property sales; mortgage services and development services.

For more information, visit www.cbre.com

JOB SUMMARY

The Asset Manager will be responsible for the day to day management of the Standard Chartered Bank portfolio under the CBRE SCB Asset Management Team (Project Kingfisher) for the MENAP cluster. The Asset Manager will be managing the returning/handover of leased sites to landlords, processing associated documentation, negotiating new licences and easements, arranging lease renewals with the landlord for commercial and residential leases, undertaking lease surrenders at the expiry of the lease, working with the CBRE Advisory and Transaction Management teams to undertake portfolio optimization initiatives and keeping and storing accurate files.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Stakeholder Management
- Lease renewal or extension of current contracts
- Sublease renewal (if applicable) where no marketing and only minor negotiation is required
- Lease termination (lease disposal e.g. executing end of term termination, executing a right to terminate)
- Purchase options/right of first refusal (advice regarding an existing option/right)
- Monitoring all lease critical dates to ensure that all SCB contractual obligations are met
- Work closely with the SCB RPM team, Head of Property, internal/external legal teams, property team, audit/operational risk and SCB's supply partners
- Working with Country AM Lead to develop initiatives, strategy at country level
- Managing the handover of SCB assets on owned and leased property with support of FM/PM
- Performing site inspections (as needed)
- Managing the eviction process for delinquent lease-out tenants (at SCB's instruction)

- Ensure consistent application of property management standards
- Organise and manage property revaluation (as and when required)
- Support Country AM Lead in preparation of budget and forecast exercises
- Support Country AM Lead in audits, reporting, portfolio planning and finance management
- Work closely with SCB landlords/tenants and resolve AM issues
- Document AM activities with designated software or reporting formats
- Ensure timely processing and discharge of payments relating to Asset Management e.g. rental payments, taxes, fees, invoices etc.
- Ensure timely processing of sub-tenant lease invoices, collection of rent receipts and reconciliation of accounts in coordination with country Finance
- Systems – responsible for overall integrity of the GPMS, AM Sharepoint and Salesforce Systems, input details in GPMS abstracts form for the transactions handled. Review GPMS updates created by Portfolio Administration and give inputs (as and when required) for all MENA leases
- Primary "go to" point for the Shared Services Hub/ Finance and lease administration team (where applicable)
- Other duties may be assigned.

ESSENTIAL SKILLS include the following:

- Accounting/budgeting
- Account planning
- Driving customer service levels
- Proactively managing customer relationships
- Financial analysis
- Demonstrates excellent understanding of customer needs
- Commercial acumen
- Excellent presentation skills
- Multi-tasking and sensitive to cross-cultural exposures
- Organising and prioritizing a large and varied workload
- Strong communication (verbal & written), negotiation, diplomatic but assertive

SUPERVISORY RESPONSIBILITIES

Coordinate and review work of the AM Analyst (where applicable)

EDUCATION and EXPERIENCE

- Bachelor's Degree or equivalent
- Degree in Real Estate, Facilities Management, Engineering or related discipline
- 5+ years in the real estate industry
- Account/client management

CERTIFICATES and/or LICENSES

Candidates with recognised real estate (RICS/ MCR or similar) qualification will have distinct advantage

COMMUNICATION SKILLS

- Ability to comprehend, analyse and interpret complex business documents
- Ability to respond effectively to highly sensitive issues
- Ability to write reports and articles using distinctive style
- Ability to make effective and persuasive presentations on complex topics to employees and clients
- Ability to motivate and negotiate effectively with key employees, management, and client groups to take desired action
- Fluency in English
- Must be able to act as SCB representative in sensitive discussions with local authorities

FINANCIAL KNOWLEDGE

- Must possess general business financial knowledge

DISCLAIMER
This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.