**Senior Real Estate Specialist**

Company:  Ball Corporation

Location:

Westminster, CO, US, 80021

Date:  Jul 2, 2020

Job Category:  Administration/ Business Support

Req. ID:  2035

Ball Corporation supplies innovative, sustainable aluminum packaging solutions for beverage, personal care and household products customers, as well as aerospace and other technologies and services primarily for the U.S. government. Ball Corporation and its subsidiaries employ 17,500 people worldwide and reported 2018 net sales of $11.6 billion. For more information, visit [www.ball.com](http://www.ball.com), or connect with us on Facebook or Twitter.

**Primary Purpose of Position:**

The successful candidate will be an integral member of the Real Estate team assisting the Global Real Estate Manager with a wide variety of  real estate activities across the Ball Corporation global portfolio, including but not limited to the Beverage, Aerosol, Corporate and Aerospace divisions.  Primary responsibilities will include the management and administration of the company’s real estate leases along with owned properties. Additionally, the right candidate will also provide support on acquisitions, dispositions, greenfield development, leasing activities, plant closures and other matters involving construction. Ability to work and collaborate with many internal and external cross-functional business partners, including Facilities, Legal, Tax, Accounting, Risk Management, Project Management, Sustainability and Finance on multiple projects simultaneously is a must.  We are looking for a highly motivated individual who is proactive and can think strategically.

**Essential Functions:**

* Own and execute lease administration activities for Ball’s North American operations ensuring and maintaining data integrity of key lease terms and conditions in the lease administration system; the reporting of key data; tracking and monitoring of critical dates; and conduct audits/reviews on a regular basis. Ability to recommend process improvements.
* Ability to review, interpret, and abstract commercial real estate leases and related legal documents
* Ensure that all payment schedules are setup correctly and are compliant with individual lease terms and monitor monthly payments
* Respond to internal customer real estate requests, and provide oversight of external real estate correspondence and documentation, including estoppel certificates, subordination non-disturbance agreements and other real estate related documents
* Coordinate the use of tenant improvement allowances in completing projects to Ball’s specific standards.
* Assist with various special projects and administrative tasks including the Providing support with the plant decommissioning process, and getting to a market ready condition for disposition, managing idle/underutilized real estate assets, preparing ad hoc financial analyses, conducting research as needed, and assist with issues related to zoning, easements, right-of-ways, etc.
* Provide support and review on leases, dispositions, acquisitions, new build construction projects, purchase and sale agreements, title insurance, settlement statements and closing documents.
* Coordinates with third party consultants such as brokers, landlords, attorneys and appraisers on real estate activities.
* Develop and maintain various accounting related documents, including the master lease tracking document for all Ball entities, fair market value analysis, and monthly and annual reconciliations on leased assets required by corporate accounting. Ensure lease reporting/recording is in compliance with GAAP.
* Facilitates inspections with management to ensure the property meets quality standards prior to lease negotiations
* While the regular working cycle of this position is usually five days on (Monday-Friday), this job may include working weekends (Saturday and Sunday); working hours may vary as specified by management, and may include the potential for some travel.  Incumbent must be able to work overtime on a regular basis and/or be on call as directed by management.

**Position Requirements:**

* Broad training in a related field usually acquired through  college or work-related experience
* College degree (B.A. or B.S.) required
* Job related experience of 4-5 year(s) minimum
* Extensive Lease Administration experience is required
* Certifications/Licenses/Other:  Current/Previous Real Estate Licensure a plus.
* Must possess a high level of integrity, creativity, initiative, accountability and interpersonal skills along with a commitment to teamwork and excellence.
* Must demonstrate an ability to maintain secrecy and confidentiality regarding new and/or sensitive projects impacting current workforce and maintain the trust of senior management
* Excellent written and verbal communication skills
* Requires advanced knowledge of financial terms and principles and the ability to perform advanced financial analysis.

Below is the link to apply online, all contact must be made through application process:

<https://jobs.ball.com/corp_packaging/job/Westminster-Real-Estate-Analyst-CO-80021/657724200/>

Equal Opportunity Employer

Minority, Female, Disabled, Lesbian, Gay, Bi-sexual, Transgender and Veterans