



Patterson Real Estate Advisory Group (www.pattersonreag.com) is an Atlanta-based real estate advisory firm focused on sourcing equity and debt capital across all income producing real estate asset types. Having sourced nearly \$8 billion in capital over its twelve-year history, Patterson has gained recognition among developers and property owners as a premiere, institutional advisory firm. In addition to its Atlanta headquarters, Patterson has offices in Charleston, Charlotte, Nashville, and Tampa.

Patterson is seeking an operations associate to join its Atlanta team. The operations associate will support the Chief Operating Officer ("COO") in conducting operational tasks associated with running the business including marketing, social media, IT, regulatory and compliance matters, budget tracking and accounting, client event management, HR, records maintenance and other administrative tasks. This person will free the COOs time to focus more on business analytics. He/she will report to the COO in Patterson's Atlanta office.

Operations Associate Job Description – Atlanta, GA

- Manage various aspects of corporate branding to include
 - updates to and development of corporate website and social media accounts
 - press release distribution to media outlets and through website and social media
 - development of bi-annual corporate newsletter
 - maintaining company capabilities piece and other marketing collateral
- Serve as primary liaison to third party IT services company for matters related to new equipment, maintenance and workorders
- Oversee tracking and compliance for various regulatory matters such as legal entity registration, business licenses and sales licenses
- Manage expense tracking to include monthly approval of all expense reports, ongoing tracking and approval of recurring expenses, development of non-compensation budget categories and coordination with bookkeeper as needed
- Plan and execute client events working within budget guidelines
- Oversee deal close out process including press release distribution, client gift orders, entry of deal details into the database, etc.
- Organize and maintain corporate records
 - engagement letter tracking
 - investment entity account information
 - licenses
 - office leases
 - non-disclosure agreements
- Manage all corporate subscriptions and associated licensing
- Serve as liaison to landlords in all office locations
- Assist with updates to employee handbook and risk mitigation plan
- Assist with components of new employee onboarding
- Various other projects as assigned by the COO

Required Qualifications:

- Strong organizational skills
- Production orientation with an eye for detail
- Proactive/self-starter
- Ability to successfully manage multiple projects simultaneously
- Effective time management and prioritization skills
- Works well in a team environment
- Strong written and verbal skills
- Strong working knowledge of Microsoft Excel
- Commercial real estate background preferred but not required
- Social media skills a plus
- Bachelor's degree and 3-5 years of relevant experience

Interested candidates may email resumes to Suzanne Holman: sholman@pattersonreag.com