

# **Position Description**

Search For:

## **Consulting Associate**

Prepared for:

**The Walker Companies**  
2100 RiverEdge Parkway  
Suite 425  
Atlanta, GA 30328



## **A. SCOPE OF POSITION**

The Walker Companies advise major corporations on the optimal location and development plan for new distribution or manufacturing facilities.

The firm has an opening for a Consulting Associate who possesses strong analytical and research skills and a working knowledge of GIS software. The selected individual will participate in consulting engagements and support the firm's ongoing efforts to research, collect and input data into its GIS system. The position entails extensive data analysis and report writing as well as data gathering from primary and secondary resources.

In addition to these activities the Consulting Associate will participate in on-site and telephone research to support the firm's consulting engagements. This will consist primarily of conducting in-person or telephone interviews with business executives to compile information on labor costs and availability in selected communities under consideration as locations for client operations.

This position is required to function with a high level of self-motivation and self-direction, within a dynamic team environment guided and supported by top management. The successful candidate must enjoy a fast pace where strong work ethic, innovative thinking and extraordinary performance are required, recognized and rewarded.

The position offers competitive salary, bonus, profit sharing, relocation assistance and attractive benefits, including company-paid health care and all travel expenses.

## Organization

Since 1987, The Walker Companies have advised major corporations in their search for the best location and real estate solution for new distribution or manufacturing facilities. Walker's core capabilities include location consulting for manufacturing plants and distribution centers, incentives negotiation, real estate brokerage and development, and a newly formed Acquisition Fund. The Fund targets value-creation opportunities through the acquisition, development or redevelopment of industrial properties.

The company's research is customized to meet the unique needs of each client. Project work typically involves analysis and comparison of multiple communities across many variables that bear on the quality and viability of a community for a major capital investment. These include:

- \* Labor quality, availability and cost
- \* Labor union threat
- \* Corporate tax burden
- \* Utility infrastructure
- \* Financing costs
- \* Economic incentives
- \* Population demographics
- \* Site and/or building costs

A cornerstone of the firm's analytical process is its site selection model, WISER<sup>sm</sup>. This GIS-based tool plays a critical role in determining which communities merit on-site investigation for a client's investment. Because the model includes many proprietary datasets of great value in selecting sites for client facilities, it is also a major competitive weapon in securing consulting engagements.

## Corporate Mission Statement

*"To be widely recognized by industrial corporations as a most trusted advisor, providing innovative and effective solutions for their real property and capital investment decisions."*

## Core Values

***Client Stewardship:*** Integrity, full disclosure, and remarkable advocacy of our clients' interests produce tangible value that distinguishes our firm from all others.

***Innovation:*** We provide creative problem solving, cutting-edge technology and superior analytical systems to insure the best outcome for the client

***Excellence:*** Exceptional professionals deliver uncommon thoroughness, quality, accuracy, and results.



## **B. REPORTING RELATIONSHIPS**

The successful candidate will work closely with senior management, operating within the organizational structure outlined below.

- 1) This position reports directly to the Executive Vice President, John Warden. The position has critical business interface with:
  - a) Raymond Walker, President
  - b) Danny Wald, Vice President & CFO (leads the Acquisition Fund)
  
- 3) In addition to the above relationships this individual will interact and work closely with all of Walker's professionals:
  - a) Gabe Callol, Vice President, Development Services
  - b) Tom Williams, Associate Broker
  - c) Matthew Wirth, Associate Broker

The Walker Companies have a flat organizational structure with all employees working together on client engagements. There are also regular company meetings where all external and internal projects are discussed.

## **C. SPECIFIC DUTIES AND RESPONSIBILITIES**

The Consulting Associate will be responsible and accountable for performing the following functions:

1. Utilize the WISER<sup>SM</sup> system for analysis, leading to preparation of reports pertinent to consulting assignments.
2. Meet with clients and coworkers to ascertain project requirements and objectives, subsequently translating these requirements into an analytical game plan to deliver the desired results.
3. Participate in on-site and telephone research to support site selection analyses, chiefly conducting in-person interviews with business executives to compile information on specific labor costs and availability of labor in selected communities.
4. Perform extensive research to identify sources of GIS data, involving significant telephone/cold call activity.
5. Collect targeted data/information and input it into the GIS database, applying quality-control procedures to insure accuracy.
6. Design new databases useful to the corporate mission.

## **D. QUALIFICATIONS, TRAITS AND CHARACTERISTICS**

The candidate selected must function well in a team oriented, quality-driven organization. He/she will possess a minimum of two years experience in a related field. Knowledge or experience in real estate, consulting or economic development is desirable.

The successful candidate must possess the following:

1. The ability to perform defined responsibilities with minimal supervision.
2. Excellent organizational skills and the ability to manage multiple projects and responsibilities.
3. Excellent analytical and writing skills. The ability to draw meaningful conclusions from vast amounts of data, and to clearly communicate them in writing is mandatory.
4. Strong computer skills including MS Office applications. Experience with ESRI GIS software is preferred.
5. Strong drive and assertive personality, but a controlled ego which seeks to promote the common good.
6. Personal values which fit culturally in an organization where honesty, integrity, and “do the right thing” are a way of life.
7. Desire to join an organization which places a premium on work ethic, will work until the job is done even if it means significantly more than 40 hours per week, and can see the “big picture” as it relates to the linkage between performance and compensation