

Acquisitions Analyst

Nature of Position:	Full Time
Location:	Vancouver
Start Date:	ASAP
Compensation:	Based on Experience

The Company

Hungerford Properties is a fast-growing real estate investment, management and development company with millions of square feet of industrial, office, retail and residential properties in Western Canada. Our mission is to create value for investors, help business owners grow their companies, and build better neighbourhoods for all, through the astute investment, management and development of real estate. We are an established and expanding team with an impressive track record and proud history. We bring sophisticated investment tools to the Western Canadian market and build award-winning developments. For more than three decades, we have followed a simple strategy: buy well and add value through proactively investing, developing and managing commercial and residential projects. Our company is driven by five Core Values: Ambition, Diligence, Creativity, Relationships and Community, and the people we hire should be completely aligned with these values. As underlined by our values, we set high expectations for ourselves and for our people; all staff are expected to know, understand and deliver on our standards.

Our Approach

We take pride in our approach to doing the work at Hungerford Properties, and we expect all employees to do so as well - we call this approach the Hungerford Way, and it is made up of 2 Key Components:

1. *High performance culture* - our values based approach to how we communicate and how we act in every situation, the foundation of recruiting, hiring and developing the best and the brightest people

2. *Meticulous Process* - our institutional quality operating Platform, which includes process manuals, checklists, templates, and repeatable efficient processes.

We leave no stone unturned in the way we go about our work and we demand integrity in everything we do; the processes, supported with checklists and templates, are tools that give us and all of the staff confidence in one another to get the job done to the highest standard, while minimizing risk. We expect that process is followed. Period. Not doing so is not an option. It is core to our operations.

Alignment to the Hungerford Way is essential for all employees; however, we are not saying the way we do things is the only way, we are simply saying that this is the way we work, and we want to recruit people who want to be here because they buy into *what* we are doing, *why* we are doing it and *how* we are getting there, because they are aligned with our vision, values, objectives and processes before even starting the role.

Commitment

We are a company committed to developing long-term relationships with our stakeholders, and we want staff who are also looking for long-term commitment in their careers.

Performance Measurement

Performance at Hungerford Properties is measured both by achievement of individual objectives and demonstration of the values in daily behavior.

Opportunity

We are merit based; if a person has earned trust by doing a good job, there is the opportunity to take on greater responsibility. We are also about impact, not age or experience, so Hungerford Properties is a place where people can grow career quickly if motivated, ambitious and diligent. We are also loyal - if a person is good to us, we will be

good to them. Ultimately, this is an opportunity to become part of a team dedicated to success and excellence for those ready to step up.

The Candidate and Responsibilities

The **Acquisition Analyst** position is based out of **Vancouver**.

Applicants for this position will be self-motivated individuals with a high degree of initiative and will possess strong interpersonal skills, be attentive to detail, possess critical thinking and analytical skills, and able to build trusting relationships. The Acquisitions Analyst will report to the Director of Acquisitions.

The opportunity exists for this individual to get great exposure into the real estate industry and build a potentially long term relationship with a dynamic, growing, reputable real estate group.

The Acquisitions Analyst responsibilities will include:

- Prepare detailed macro and micro market studies for specific geographic regions to create investment theses
- Source and identify acquisition opportunities based on specific investment theses
- Establish relationships with property owners and industry participants to source and identify acquisition opportunities based on specific investment theses
- Gather and analyze market comparables for acquisitions and asset management due diligence
- Undertake acquisition and asset management analysis of specific properties including financial analysis, financing analysis and scenario analysis
- Assisting financing department in preparing request for financing documents, financing analysis, lender information requests and lender reporting
- Perform high level and comprehensive value add refurbishment and development feasibility analysis
- Prepare periodic asset management reporting materials and conduct quarterly valuations
- Create, expand, and update internal databases
- Provide regular updates on current events/trends impacting real estate in specific regions
- Prepare marketing materials and reports as needed
- Preparation of presentations for the Investment Committee
- Update and create internal process documents
- Other duties as required by Hungerford Properties

The Candidate will also be someone who is completely aligned with Hungerford Property Core Values. In addition to effectiveness in delivering key objectives, performance will be measured by the candidate's capability to demonstrate the following 5 Values on a daily basis:

Ambition - Seeing possibility, stretching goals to exceed expectations, and persisting with extraordinary effort when challenged.

Diligence - Taking action in one's role to remove errors, avoid pitfalls and minimize risk to produce deliverables of the highest professional standard.

Creativity - Dedicating time and energy to creative problem solving, seeking alternative and better approaches to get to the most effective, elegantly simple solutions.

Relationships - Building team with collaborative internal relationships in order to provide extraordinary service to our external relationships.

Community - Taking action to deliver lasting, meaningful impact on others' lives, and the lives of their families - whether coworkers, business stakeholders or the larger community.

Qualifications/Requirements

- Candidates will preferably have a Bachelor of Commerce with a focus in Real Estate or Finance.
- Candidates will preferably have recently graduated or have one to three years of work experience in real estate

Skills/Attributes

- Self-motivated and possesses a high level of professionalism
- Strong computer skills including Word and Excel
- Intermediate/advanced excel and financial modeling skills including cash flow analysis
- Strong competency in internet based research
- Excellent work ethic, organizational skills, attention to detail, results focused, ability to take ownership and initiative
- Effective at multi-tasking
- Strong verbal and written communication skills with the ability to work effectively in an individual setting
- Excellent work ethic and attention to detail
- Keen to work in a dynamic, fast paced, team-oriented and entrepreneurial environment

To Apply

Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter and most recent transcript to TZou@hungerfordproperties.com. While we thank all candidates for their interest, only those candidates that best fit the position requirements will be contacted.