

Asset Management Analyst

Nature of Position:	Full Time
Location:	Vancouver
Start Date:	Immediate
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.

The Candidate and Responsibilities

The Asset Management Analyst position is based out of Vancouver.

Applicants for this position will be a self-motivated individual with a high degree of initiative and will possess strong interpersonal skills, be attentive to detail and be able to build trusting relationships. The candidate will report directly to the *Asset Manager* and work in conjunction with *Acquisitions, Financing, Accounting, Property Management, Leasing, Development and Investor Relations*.

The Asset Management Analyst will be active in the following primary responsibilities both in an individual and team setting:

Business Plan Monitoring

- Assist in determining asset strategies including scenario analysis for decision making
- Risk assessment and planning
- Coordination between departments on business plan implementation
- Perform financial modeling, and audit financial models prepared by others
- Return calculations and forecasting
- Monitor portfolio and property-level compliance restrictions
- Fund return calculations
- Fund capital management
- Other responsibilities as required

Valuation

- Mark-to-market valuation of properties using various methods such as DCF, Direct Cap, Market Comparison and Cost Approach
- Fund unit and net asset value calculations
- Coordination of the review of 3rd party appraisal reports and understanding of valuation inputs/outputs

Reporting and Analytics

- Prepare internal and external reporting documents – monthly, quarterly and annual
- Develop reporting metrics and analytics to track asset and portfolio performance
- Develop risk assessment metrics and risk management tools

Other Duties

- Assist with obtaining and managing insurance for existing and new properties
- Assist in departmental process development/improvement
- Assist in the implementation of new initiatives
- Other responsibilities as required

The Candidate will also be someone who is completely aligned with Hungerford Property Core Values.

Qualifications\Requirements

- Bachelors' degree with a focus on relevant business functions (e.g., Real Estate, Finance, Accounting)
- 1-2 years of relevant work experience in real estate and/or finance industry, or appropriate combination of schooling and work experience
- Understanding of corporate finance and real estate investment
- Strong Excel and financial modelling abilities required
- Direct experience with Yardi Voyager an asset
- Previous experience in Accounting or Asset Management considered an asset

Skills/Attributes

- Effective at multi-tasking and time management
- Keen to work in a dynamic, fast paced, team oriented and entrepreneurial environment
- Ambitious and able to interact confidently
- Self-motivated and possesses a high level of professionalism
- Strong computer skills including Word and Excel
- Strong verbal and written communication skills with the ability to work effectively in an individual setting
- Excellent work ethic and attention to detail

To Apply

Please send your resume, in Word format, to careers@hungerfordproperties.com, quoting "Asset Management Analyst" in the subject line. We thank all applicants in advance but only those qualified may be contacted.