

Asset Manager

Nature of Position:	Full Time
Location:	Vancouver, BC
Start Date:	To be determined
Compensation:	Based on Experience

The Company

Hungerford Properties is a real estate investment, management, and development company with millions of square feet of commercial, industrial, office, retail, and residential properties in Canada. Our mission is to create value for investors, help businesses grow, and build better neighborhoods for all.

Today, Hungerford Properties is a vertically integrated, cross-functional organization within house teams dedicated to Development, Property Operations, Investments, Asset Management, Finance & Accounting, Sales & Marketing, and Administration, IT & HR.

Hungerford Properties brings sophisticated investment tools to the Canadian market and builds award-winning developments. For more than four decades, we have followed a simple strategy: buy well and add value through proactively investing, developing, and managing commercial and residential projects. Our people are our most important asset, so we strive to create something unique, something special, and something that generates excitement for people who come into our organization.

To know more about Hungerford Properties, visit our website: <https://hungerfordproperties.com/>

Our Approach

We take pride in our approach to doing *the work* and we expect all our People to do so as well. We strive for an institutional quality operating platform, which includes process manuals, checklists, templates, and repeatable and efficient systems. We leave no stone unturned in the way we go about our work and we demand integrity in everything we do. We thrive working in a process driven environment which gives our people the confidence to get the job done to the highest standard, while minimizing risk. It is core to our operations.

Our Culture

Our company is driven by five Core Values: Ambition, Diligence, Creativity, Relationships and Community. People joining our organization are completely aligned with these values. We target excellence and set high expectations for ourselves. Our values are integrated in our approach to the work and we strive for a culture of results, collaboration, people, and accountability.

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.

Our Opportunities

We are merit based; if a person has earned trust by doing a great 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 a career if motivated, ambitious and diligent. Ultimately, this is an opportunity to become part of a team dedicated to success and excellence for those ready to step up. We are a company committed to developing long-term relationships with our stakeholders, and we are looking for People who are also looking for a long-term commitment in their careers.

The Candidate and Responsibilities

The Asset Manager position is based out of Vancouver.

Applicants for this position will be self-motivated individuals with a high degree of initiative and a proven ability to produce value and oversee the execution of business plans. The candidate will possess strong interpersonal and leadership skills, be attentive to detail, and be able to build trusting relationships.

The candidate will report directly to the Vice President of Asset Management and work in conjunction with Accounting, Investments, Finance, Development, Property Management and Leasing.

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

Business Plan Execution & Project Leadership

- Collaboratively evaluate asset strategies and entrepreneurially execute business plans with a focus on accomplishing strong investment returns at both the property and fund levels
- Serve as a project lead on a variety of asset types and coordinate the performance of a multi-department group of project team members
- Maintain project underwriting to facilitate data-driven decision making and to evaluate property and portfolio-level cash-flows and other key metrics
- Evaluate and execute of prospective lease transactions, development and property management strategies, capital projects and other value-enhancing measures
- Trigger and facilitate change in business plan if and required in response to factors affecting performance
- Work together with the Development team in the execution of development and other capital projects
- Develop and make decisions based on a strong knowledge of market and submarket conditions. Build and serve local relationships with brokers, tenants and other constituents throughout asset submarkets
- Work with the Financing and Accounting teams to conduct capital call and distribution forecasting. Proactively identify issues which threaten the achievement of the business plan, and devise strategies to mitigate

Transactional Collaboration

- Work together with the Investments team in the evaluation and execution of acquisitions and dispositions
- Work together with the Financing team in the evaluation and execution of financing and refinancing transactions that are accretive to value
- Work together with Leasing team in the structuring and execution of lease transactions that are accretive to value

Valuation

- Manage internal and external appraisal and valuation processes to support mark-to-market valuation of assets, debt and fund units

Compliance

- Work with Financing and Accounting department in the monitoring of fund and property-level compliance requirements (investor, lender, contractual and other)

Reporting

- Work with Investor Relations department to support internal and external reporting

Leadership

- Serve as an effective project lead on a variety of asset types and coordinate the performance of a multi-department group of project team members
- Manage Asset Management Analysts
- Develop, coach and follow the performance of team members closely with the Vice-President of Asset Management
- Support communication and collaboration within the team
- Other responsibilities as required

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

Competencies, Qualifications and Required Experience

- At least 2 years' experience in an Asset Manager role (and further commercial real estate experience prior), or equivalent with management experience
- Experience in value-add and development assets with a proven ability to proactively produce value
- Strong understanding of asset management fundamentals including appraisal/valuation, how to produce asset performance, underwriting, etc.
- Degree or professional designation in business (i.e., real estate, finance, accounting)
- Argus proficiency and familiarity with Yardi is an asset
- Advanced skills in MS Office (Word, Excel, PowerPoint and Outlook)
- Well developed, self-aware executive presence and presentation skills

Skills and Attributes

- Ability to take ownership and initiative
- Strong ability to multi-task and stay organized
- Self-motivated and possesses a high level of professionalism
- Strong verbal and written communication skills with the ability to work effectively in a team setting
- Excellent work ethic and attention to detail

Other requirements

- Frequent travels (and access to a vehicle) is required to facilitate responsibilities

Our Work Environment

With every amenity downtown has to offer within a 5 – 10 minutes walk, the seawall at your fingertips, and a state-of-the-art fitness facility in the building, our office is situated in one of the most livable cities in the world, Vancouver - Canada. If you are looking for a perfect blend of stunning natural beauty, diverse cultural experiences, and the hustle and bustle of big city life, Metro Vancouver has it all, and Hungerford Properties is located in the heart of the action.

You will enjoy our frequent team celebrations organized throughout the year with various themes such sport, wellness, cultural activities, team buildings session and community involvement.

Our Compensation & Benefits Philosophy

Our compensation package includes a competitive base salary, a cash bonus and potential long-term Incentive program. We also offer an extended benefit plan, internal corporate trainings and support for education.

Our Hiring Process

Joining a new organization is an important decision. We want to ensure our working relationship is mutually beneficial. We take our hiring process very seriously and want to provide you ample opportunities to understand our culture, our approach, our goals and people.

Our hiring process consists of different rounds of discussions, typically one with your hiring manager, a second one with your peers and a final round with an executive member of Hungerford Properties. Our hiring process may include a business case assessment and psychometrics testing.

To Apply

Hungerford Properties is an Equal Opportunity Employer and takes pride in a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. Hungerford Properties will provide reasonable accommodations for persons with disabilities in a manner that is respectful of each person's dignity up to the point of undue hardship. If you need accommodations during the hiring process, please contact the HR Department.

Please apply directly via our website: <https://hungerfordproperties.bamboohr.com/jobs/view.php?id=39>

We thank all applicants in advance but only those qualified may be contacted.