

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 with in-house teams dedicated to Development, Property Operations, Investments, Asset Management, Finance & Accounting, Sales & Marketing, and Administration, & 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. The company is a collaborative and vertically integrated organization with in-depth knowledge, experience, and resources across the real estate spectrum. 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 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 **Senior Analyst, Asset Management** 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, and able to build trusting relationships.

The candidate will report directly to the Senior Asset Manager and work in conjunction with Accounting, Investments, Investor Relations, Finance, Development, Property Management and Leasing.

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

Business Plan Execution

- Assist and lead in evaluating asset strategies including scenario analysis for decision making
- Act as project lead between various departments to ensure the implementation of business plans
- Financial analysis and modelling (including but not limited to lease analyses, development proformas, return calculations, forecasting and auditing financial models, etc.)
- Monitor portfolio and property-level compliance restrictions

Financing

- Support financing efforts as necessary to complete acquisitions, construction financing and refinancing
- Prepare internal and external debt reporting packages

Valuation

- Mark to market valuation of properties using various methods such as DCF, Direct Cap, and Market Comparison
- Active communication with 3rd party appraisers, review of valuation metrics and clear understanding of valuation inputs/outputs

Reporting and Analytics

- Internal and external reporting related to asset performance, valuations, capital deployment, risk and compliance
- Assist with preparation of quarterly and annual investor reports

Other Duties

- Assist with obtaining and managing insurance for existing and new properties
- Cooperate with property management, leasing and accounting in the annual budget process
- Assist in departmental process development and improvement
- Assist in the implementation of new initiatives
- Other responsibilities as required

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

Competencies, Qualifications and Required Experience

- Bachelor's Degree with a focus on relevant business functions (e.g. Real Estate, Finance, Accounting)
- 3-5 years relevant work experience in real estate and/or finance industry or 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 and Argus Enterprise an asset
- Previous experience in Asset Management an asset
- Advanced skills in MS Office (Word, Excel, PowerPoint and Outlook)

Skills and Attributes

- Adaptability and flexibility as it relates to workload
- Ambitious and able to interact confidently
- Strong ability to multi-task, manage competing priorities 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 an individual setting
- Excellent work ethic and attention to detail

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 building sessions 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 take 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.