

## Research Analyst and Administration (Full Time)

### About London Pacific

London Pacific is a growing commercial real estate brokerage that specializes in development land and investment properties. Working with property owners, investors and premier developers, our brokers lead Metro Vancouver in redefining commercial real estate.

### The Role

Our office is a growing, vibrant and successful environment and represents a great place to start your career in commercial real estate. We are looking for dynamic and creative people to join our team and work closely with all team members while providing direct research, analysis and administrative support to some of our Senior and Vice President status brokers. This is a one-of-a-kind opportunity to work with some of Vancouver's industry leaders.

### Job Description

- Perform Preliminary research re: viable land acquisitions and development opportunities
- Catalogue sites within neighbourhood plans and qualify site opportunities
- Create accurate development pro-formas
- Provide comparative market analysis for developments under construction
- Coordinate site specific marketing materials with in-house marketing dept.
- Shadow Senior brokers on presentations and networking opportunities with Developer Groups
- Facilitate communications
- Provide administrative support in daily operations including internal / external communication, document management, data management, scheduling of critical dates
- Learn back office system "Brokermint"
- Work closely with corporate administration on deposits and conveyance

### Qualifications and Skills

- Degree or Diploma in either Real Estate Marketing, Urban Land or Financial Management
- High attention to Detail and Accuracy mandatory
- Drivers License and car required
- Efficient in managing workload with firm deadlines
- High proficiency Microsoft Word and Excel
- Excellent written and verbal communication skills required
- Work well independently – take initiative, think outside the box
- Mature personality who is punctual, responsible, and reliable

### Desirable Additional Skills

- Proficiency in Adobe Professional
- Basic understanding of industry marketing
- Speaks a Second Language
- Experience and/or desire to work in the Real Estate Industry

### Not Required

- Real Estate Trading Service License

Please email your **cover letter** and **resume** to Attn: Erin Williams [erin@londonpacific.ca](mailto:erin@londonpacific.ca). We thank all applicants for their interest, however, only those identified for further consideration will be contacted.