

**Job Title:**

Due Diligence Specialist

Location:

Vancouver, BC

Job Description Summary:

Based in our Vancouver, British Columbia office, the Due Diligence Specialist will be responsible for providing a broad range of strategic and professional services, tools and supports to fee earners with the goal of increasing both the number of mandates secured and successful transaction closures. Quickly developing a thorough understanding of the business, the market, and working collaboratively with fee earners and others will be critical to the candidate's success in this role.

The primary responsibility of this role is to provide support to fee earners, including writing, editing and coordinating business development initiatives such as offering memorandums, proposals, and report documents. Other skills will include use & zoning policy understanding/research; valuation & underwriting fluency; and development of highest and best use analysis and feasibility studies.

Working in a fast-paced environment with a variety of stakeholders, the ideal candidate is able to plan, organize, prioritize, adapt, and manage processes and successfully solve problems with minimal direction. Ultimately, the successful candidate will cover local market dynamics, working closely with fee earners in a variety of commercial real estate product types.

Essential Duties & Responsibilities:

- Support the Due Diligence Manager with the development and coordination of local business development and market analysis initiatives.
- Assist in the coordination and production of various documents, including but not limited to the development of proposals, presentation and offering memorandums, and partner with Marketing and Research to complete.
- Provide research, analysis, and underwriting (maps, images, market information, case studies) in support of assembling proposals and presentations.
- Assist Due Diligence Manager and/or fee earners in the production of customized reports for business development, utilizing both internal and external data and analytical tools:
 - Respond to requests for market intelligence pieces and/or analysis from Due Diligence Manager, fee-earners, and/or Marketing.
 - Partner with Marketing to create effective reporting and visualizations to help internal and external stakeholders easily grasp local commercial real estate trends.

Competencies:

- Excellent written and oral communication skills

- Intellectual curiosity: desire to invest time and energy in commercial real estate knowledge
- Deadline-oriented and ability to manage competing priorities in a fast-changing environment
- Experience with report/proposal writing
- Foster strong relationships with subject matter experts and fee earners throughout the organization
- Ability to be diplomatic, professional and motivating in a fast-paced and high-production department working under tight deadlines
- Relationship building: maintains a positive and professional attitude and demonstrates professionalism at all times
- Adaptability: ability to plan, organize, prioritize, and manage processes in a fast-changing, high-energy environment
- Collaboration: seeks to make individual contributions that benefit the broader team
- Resourcefulness: ability to successfully resolve problems with minimal oversight & direction
- Attention to detail: excellent organization skills and keen eye

Background & Experience:

- Post-secondary degree or diploma in Commerce, Economics, Business Administration, Urban Land Economics, or Geography is an asset
- Proficiency with Microsoft Office
- Strong written, oral and interpersonal communication skills
- Ability to work independently to prioritize and balance multiple deliverables
- Comfortable working in a deadline-driven environment
- 1-3 years of experience in writing and/or research
- Previous real estate experience is not required, but would be an asset

To Apply, Please Contact:

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