

**Job Title:**

Due Diligence Manager

Location:

Vancouver, BC

Job Description Summary:

Based in our Vancouver, British Columbia office, the Due Diligence Manager will be responsible for overseeing a broad range 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.

Daily responsibilities include managing a team of Financial Analysts and a Due Diligence Specialist to support the due diligence needs of the office. This position will collaborate and partner with Research, and Marketing to execute projects as requested by fee earners. The Due Diligence Manager is ultimately accountable for providing an exceptional level of due diligence support and expertise, working closely with fee earners in a variety of commercial real estate product types.

Essential Duties & Responsibilities:

- Manage team of Financial Analysts and a Due Diligence Specialist.
- Maintain project schedules and delegate activities.
- Ensure timely delivery of deliverables.
- Oversee and guide efforts of Due Diligence Team with the development and coordination of local business development and market analysis initiatives.
- Oversee and guide efforts of Due Diligence Team with 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.
- When required, provide research, analysis, and underwriting (maps, images, market information, case studies) in support of assembling proposals and presentations.
- When required, assist Due Diligence Team 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 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.

Qualifications:

- Post-secondary degree or diploma in Commerce, Economics, Business Administration, Urban Land Economics, or Geography is an asset
- 5+ years of experience in a similar role
- Commercial real estate or professional services experience preferred
- Proficiency with Microsoft Office 365 Suite
- Strong written, oral and presentation skills
- Ability to work independently to prioritize and balance multiple deliverables
- Comfortable working in a deadline-driven environment
- Ability to interface with and communicate with clients

- Advanced analytical, problem solving, and conceptual skills
- Exceptional leadership skills
- Ability to influence peers and leaders
- Ability to successfully lead and mentor team members

To Apply, Please Contact:

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