

Job Advertisement for Industrial Analyst Intern

The Opportunity

We are currently looking to hire an intern interested in the commercial real estate industry to assist Frontline's Industrial Sales and Leasing division. In this role, you will gain hands-on experience and an introduction to the responsibilities of a commercial real estate analyst. You will work alongside our team of brokers and professionals, from the Junior to Partner level, and gain valuable exposure to all aspects of an industrial real estate brokerage industry, as well as a variety of commercial real estate advisory and transaction types. The industrial analyst intern is expected to work on multiple projects simultaneously, with primary responsibilities in research, analysis, system improvement and integrations, and marketing related to industrial transactions.

If you have a foundational real estate and/or finance education, have a strong work ethic with a track record of high productivity, and have a basic understanding of the real estate market and transaction process, we would like to meet you!

About Frontline Real Estate Services

Frontline Real Estate Services Ltd. is an enterprising boutique real estate brokerage. We've earned a name for ourselves in the commercial real estate space across the Fraser Valley and Suburban Metro Vancouver. Frontline's success is built on the strengths of each agent, employee, and partner.

Visit FLRE.ca to learn more about the team, company's history, and service offerings.

Our Commitment: Equal Opportunity Employer

Frontline is an equal opportunity employer, and we are committed to building and maintaining a workforce diverse in experience, skills and knowledge. All our employment opportunities are equal and do not discriminate on race, color, religion, creed, age, sex, gender, gender identity, gender expression, sexual orientation, national origin, citizenship, disability, marital status, protected veteran or military service status, or any other elements protected by law.

Any information relating to the need for accommodation and accommodation measures relating to your employment will be addressed confidentially.

Frontline is committed to employing the best talent with the most fair and equitable recruitment and hiring practices.

Primary responsibilities for the Industrial Analyst Intern position include, but are not limited to, the following:

The industrial analyst intern's specific roles and responsibilities will vary and may include conducting industry research, auditing and updating internal systems, supporting with marketing, utilizing and improving current financial models, and preparing materials for our clients.

Duties/Responsibilities

- Conduct industry specific research, analysis and building out internal databases with findings.
- Audit and update the industrial division's primary market and client information systems.
- Assist in the preparation of brochures, proposals, marketing content, and presentations.
- Improve internal financial models and processes.
- Execute materials for clients such as market surveys, property valuations, and technical emails.

Core Competencies

To perform this job successfully, an individual must be able to perform each essential duty at a “best in class” level. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Adept in Microsoft Office and Excel.
- Foundational finance education, course or training.
- Basic understanding of real estate market and transaction process.
- High level of attention to detail.
- Takes initiative and responsibility for work.
- Problem solves with critical thinking.
- Willingness to learn necessary skills/tasks independently; and
- Exceptionally organized, accountable, and flexible.

Work Conditions

The successful candidate will work at Frontline’s head office in Langley B.C. (free parking, onsite fitness centre, coffee station). Office hours are Monday – Friday 8:30 am – 4:30 pm.

If you are interested in this opportunity, please send your resume to careers@FLRE.ca.

Please note: if you are chosen for an interview, you will be contacted to complete compulsory light personality testing.