



A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation Investments

**Position Title:** VP Real Estate Investments & Asset Management

**Location:** Toronto, ON

### **Vice President, Real Estate Investments & Asset Management**

Reporting to the CEO, the Vice President, Real Estate Investments & Asset Management, will be involved in both real estate asset management and acquisitions for Firm Capital. This role will oversee, when needed, the ongoing asset management requirements of real estate investments within Firm Capital's existing portfolio and will originate real estate acquisitions and equity investments.

#### **Key Responsibilities:**

- Originate, analyze and assist in the acquisition of real estate;
- Assist in the arrangement of financing, refinancing, or the restructuring of financing of both current and newly acquired portfolio investments;
- Prepares a variety of highly confidential, specialized, and recurrent reports, board packages, presentations, briefing materials and other communications for internal and external use;
- Attend meetings in person with senior management and the Board of Directors' as needed;
- Assist in investor relations matters involving the portfolio;
- Prepare financial analysis to assist management in various real estate asset management decisions and strategies;
- Monitor market leasing and investment activity;
- Assist in the preparation of annual property business plans, including operating, capital and leasing budgets;
- Assist in the disposition of investments and reallocation of capital as required; and
- Perform other duties as assigned.

#### **Requirements:**

- Undergraduate degree in Business or Finance;
- Previous experience in real estate origination and asset management;
- Strong analytical skills, including cash flow, valuation and lease analysis;
- Ability to take initiative and ownership of projects;
- High level of proficiency in Microsoft Excel, Word, PowerPoint and ARGUS;
- Excellent communication skills, both written and verbal;
- Excellent organization and time management skills;
- Ability to think and work proactively, anticipating the needs of both senior management and the Board of Directors', and
- Ability to work in a fast paced environment while adhering to strict deadlines.

To apply for this position, please forward your resume to [wramos@firmcapital.com](mailto:wramos@firmcapital.com). We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.

**About Firm Capital Organization**

The Firm Capital Organization (“Firm Capital”), through its various affiliates operates as a boutique private equity real estate firm with proprietary capital in partnership with various capital pools, partnerships, private and public equity funds, deploying capital opportunistically between debt and equity in the real estate private and public markets. Firm Capital Corporation’s main public entities include Firm Capital Mortgage Investment Corporation (TSX: FC), Firm Capital Property Trust (TSXV: FCD.UN) and Firm Capital America Realty Partners Corp. (TSXV: FCA/FCA.U). Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further additional details.