



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

Title: Senior Asset Management Analyst

Location: Toronto, ON

Reports to: Vice President, Real Estate
Asset Management

Job Type: Permanent, full-time

Who we are

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 for additional details.

What you need to succeed

- Undergraduate degree in Business, Finance, Commerce, or Real Estate;
- 2+ years of relevant work experience in real estate, finance, and asset management;
- Knowledge of real estate portfolio administration and procedures;
- Understanding of accounting concepts related to leasing, building expenses, and capital expenditures;
- Advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook);
- Excellent organizational and time management skills;
- Strong leadership and interpersonal skills;
- Strong quantitative and qualitative analytical skills, as well as strong risk assessment skills;

- Demonstrated ability to prioritize activities and meet deadlines in a fast-paced, entrepreneurial environment;
- Strong problem-solving skills with excellent attention to detail;
- A results driven self-starter with the ability to work independently under minimal supervision and as part of a large team;
- Strong verbal and written communication skills;
- Must be fluent in English (written and oral); and
- A positive and professional attitude.

Your new role

- You will be responsible for the output and analysis of both Canadian and American asset management initiatives;
- You will be involved in acquisitions, dispositions, asset management and other investment and portfolio initiatives;
- Create and maintain financial models for asset management and other investment initiatives;
- Assemble and coordinate due diligence underwriting information;
- Perform real estate market research (track deal flow, maintain market data, etc.);
- Create lease and legal document summaries during due diligence;
- Analyze operation performances of Firm Capital's real estate portfolio vs industry benchmarks;
- Work closely with property managers to create residential operating budgets;
- Identify additional revenue enhancing and value creation opportunities for asset plans;
- Prepare full quarterly and monthly reporting as well as any other reporting reasonably requested by executive management;
- Prepare investment memorandums, board memos, pitch books, marketing materials and other reports to support various management initiatives;
- Assist in the day to day relations and communications with third party property managers, regional managers, lenders, partners, and consultants;
- Assist with and respond to queries from senior management; and
- Perform other duties as assigned.

What we offer you

- Competitive salary

- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free parking

How to apply

Please forward your resume and cover letter via email to scraymer@firmcapital.com and reference the position you are applying to in the subject line. Visit our website at www.firmcapital.com for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.