



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

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**Title:** Asset Manager – US Multi-Residential

**Location:** Toronto, ON

**Reports to:** Managing Director, Credit 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’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 additional details.

### **What you need to succeed**

- Undergraduate degree in Business, Finance, Commerce, or Real Estate;
- 3-5 years of relevant work experience in real estate, finance, or asset management;
- Knowledge of real estate portfolio administration and procedures, with preference for Multi-Residential property experience;
- 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;
- Valid passport with the ability to travel to the USA as required;
- Must be fluent in English (written and oral); and
- A positive and professional attitude.

### **Your new role**

- You will be responsible for the output of American asset management initiatives;
- You will be involved in asset management, dispositions, and other investment and portfolio initiatives;
- Assume a key role in preparing the annual property budgets/business plans, while working closely with third party property managers;
- Create and maintain financial models for asset management and other investment initiatives;
- Perform real estate market research (track deal flow, maintain market data, etc.);
- Analyze operation performances of Firm Capital's real estate portfolio vs industry benchmarks;
- 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](mailto:scraymer@firmcapital.com) and reference the position you are applying to in the subject line. Visit our website at [www.firmcapital.com](http://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.