



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation Investments  
Celebrated 30 years in 2018

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**Title:** Senior Analyst, Real Estate Investments

**Location:** Toronto, ON

**Job Type:** Permanent, full-time

**Reports to:** Vice President, Real Estate Asset Management

### **Who we are**

An entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on the areas of mortgage banking, real estate investments and special situation investments. Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further information.

### **Position**

Within the Firm Capital Organization, Firm Capital Realty Partners Inc. (“**FCRPI**”), is the property manager for a portfolio of multi-residential and commercial properties comprised of retail, industrial, and office across Canada. FCRPI is looking for a Senior Analyst, Real Estate Asset Management.

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

- Undergraduate degree in Business, Finance, Commerce, or Real Estate;
- 3+ 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 analysis of asset management initiatives;
- Prepare full quarterly and monthly reporting as well as any other reporting reasonably requested by executive management;
- 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 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 [careers@firmcapital.com](mailto:careers@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.