



A Real Estate Capital Bank

Mortgage Banking, Real Estate Equity & Special Situation Investments

Celebrated 30 years in 2018

Title: Junior Analyst – Real Estate Investments

Location: Toronto, ON

Job Type: Full-Time, Permanent

Reports to: Senior Analyst and VP of 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 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 Junior Analyst, Real Estate Asset Management.

What you need to succeed

- Undergraduate degree in Business, Finance, Commerce, or Real Estate
- Understanding of basic accounting concepts related to rental revenue collections, leasing, building expenses, and capital expenditures
- Advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Demonstrated ability to prioritize activities and meet deadlines in a fast-paced, entrepreneurial environment
- Strong problem-solving skills with excellent attention to detail

- A result driven self-starter with the ability to work independently under minimal supervision and as part of a large team
- 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.
- Directly support senior analysts, including but not limited to: conducting analyses, preparing materials, relating to investments and acquisitions;
- Assist senior analysts to prepare full quarterly and monthly reporting as well as any other reporting reasonably requested by executive management
- 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.)
- Analyze operation performances of Firm Capital's real estate portfolio vs industry benchmarks.
- Assist senior analysts to prepare investment memorandums, board memos, pitch books, marketing materials and other reports to support various management initiatives; 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 reference the position you are applying to careers@firmcapital.com. 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.