



A Real Estate Capital Bank

Mortgage Banking, Real Estate Equity & Special Situation Investments

Celebrated 35 years in 2022

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**Title:** Analyst – Real Estate Investments

**Location:** Toronto, ON

**Reports to:** VP of Asset Management

**Job Type:** Full-Time, Permanent

### **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 asset manager for a portfolio of multi-residential and commercial properties comprised of retail, industrial, and office across Canada. FCRPI is looking for an *Analyst, Real Estate Asset Management*.

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

- Undergraduate degree in Business, Finance, Commerce, or Real Estate a must;
- 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 various asset management and acquisition 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](mailto:careers@firmcapital.com). 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.