



A Real Estate Capital Bank

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

---

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

**Location:** Toronto, ON

**Reports to:** COO

**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 Apartment REIT (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 US-domiciled multi-residential real estate, or asset management;
- Knowledge of real estate portfolio administration and procedures, with preference for US 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 throughout the US as required;
- Must be fluent in English (written and oral); and
- A positive and professional attitude.

### **Your new role**

Firm Capital is looking for an Asset Manager for its US Multi-Residential business. Key attributes for the role are as follows:

- Involved in US-based asset management, dispositions, and other investment and portfolio initiatives;
- Supervise a team of 3<sup>rd</sup> party property managers and assume a key role working closely with them to prepare annual business plans;
- Create and maintain financial models for asset management and other investment initiatives;
- Oversee and assist in the management of tenant receivables (A/R), leasing matters, ensuring buildings are consistently at minimal vacancy, and operation reports;
- Ensure 3<sup>rd</sup> party property management is maintaining positive tenant and public relations by effectively handling all tenant needs and concerns onsite;
- 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;
- Analyze A/R reports and collect outstanding arrears;
- Conduct semi-annual site inspections, arrange and monitor necessary required maintenance, create action plans, and monitor individual site performance to maximize efficiency of a multi res portfolio;
- Obtain quotes and negotiate contracts for major building renovations and improvements
- Oversee all capital projects for the respective portfolio;
- Prepare and monitor annual operating budgets for all properties;
- Identify additional revenue enhancing, expense saving and value creation opportunities for asset plans;
- Prepare full quarterly and monthly reporting as well as any other reporting reasonably requested by executive management;

Review marketing and advertising programs to obtain and maintain maximum tenant leasing ; and

- Perform other duties as assigned.

### **What we offer you**

- Competitive salary plus benefits
- Opportunity to advance your career as the company grows
- Note this a newly created role with significant upside opportunity for an organization with a growing US presence

### **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.