



A Real Estate Capital Bank

Mortgage Banking, Real Estate Equity & Special Situation Investments

Celebrated 35 years in 2022

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**Title:** Senior Analyst – US Investments & Asset Management

**Location:** Toronto, ON

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

**Reports to:** VP of Investment Portfolio 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 – US Investments & Asset Management*.

### What you need to succeed

- 2 – 3 years experience in one of real estate leasing, asset management, property management or real estate finance/banking in either Canada or the US with a preference for the US
- 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 have a positive and professional attitude

### **Your new role**

- You will be responsible for the analysis of asset management initiatives such as developing annual operating budgets and measuring performance to plan, tracking tenant receivables across the portfolio, reviewing leasing and occupancy at your assigned portfolio.
- Directly support Associates and Management, including but not limited to: preparing and updating financial models, performing real estate market research, preparing market studies for the properties in your portfolio.
- Assist in the preparation of 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.
- Assist in the oversight and management of value add/renovation initiatives taking place across the portfolio
- Assist Associates with preparing 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.