

Acquisitions Manager

Nature of Position: Full Time
Location: Vancouver
Start Date: ASAP
Compensation: Based on Experience

The Company

Hungerford Properties is a fast-growing real estate investment, management and development company with millions of square feet of industrial, office, retail and residential properties in Western Canada. Our mission is to create value for investors, help business owners grow their companies, and build better neighborhoods for all, through the astute investment, management and development of real estate. We are an established and expanding team with an impressive track record and proud history. We bring sophisticated investment tools to the Western Canadian market and build award-winning developments. For more than three decades, we have followed a simple strategy: buy well and add value through proactively investing, developing and managing commercial and residential projects. Our company is driven by five Core Values: Ambition, Diligence, Creativity, Relationships and Community, and the people we hire should be completely aligned with these values. As underlined by our values, we set high expectations for ourselves and for our people; all staff are expected to know, understand and deliver on our standards.

Our Approach

We take pride in our approach to doing the work at Hungerford Properties, and we expect all employees to do so as well - we call this approach the Hungerford Way, and it is made up of 2 Key Components:

1. *High performance culture* - our values based approach to how we communicate and how we act in every situation, the foundation of recruiting, hiring and developing the best and the brightest people
2. *Meticulous Process* - our institutional quality operating Platform, which includes process manuals, checklists, templates, and repeatable efficient processes.

We leave no stone unturned in the way we go about our work and we demand integrity in everything we do; the processes, supported with checklists and templates, are tools that give us and all of the staff confidence in one another to get the job done to the highest standard, while minimizing risk. We expect that process is followed. Period. Not doing so is not an option. It is core to our operations.

Alignment to the Hungerford Way is essential for all employees; however, we are not saying the way we do things is the only way, we are simply saying that this is the way we work, and we want to recruit people who want to be here because they buy into *what* we are doing, *why* we are doing it and *how* we are getting there, because they are aligned with our vision, values, objectives and processes before even starting the role.

Commitment

We are a company committed to developing long-term relationships with our stakeholders, and we want staff who are also looking for long-term commitment in their careers.

Performance Measurement

Performance at Hungerford Properties is measured both by achievement of individual objectives and demonstration of the values in daily behavior.

Opportunity

We are merit based; if a person has earned trust by doing a good job, there is the opportunity to take on greater responsibility. We are also about impact, not age or experience, so Hungerford Properties is a place where people can grow career quickly if motivated, ambitious and diligent. We are also loyal - if a person is good to us, we will be

good to them. Ultimately, this is an opportunity to become part of a team dedicated to success and excellence for those ready to step up.

The Candidate and Responsibilities

The **Acquisitions Manager** position is based out of **Vancouver**.

Applicants for this position will be self-motivated individuals with a high degree of initiative and will possess strong interpersonal skills, be attentive to details, possess critical thinking and analytical skills, and able to build trusting relationships. The applicant is expected to have managed real estate acquisitions through the entire deal cycle, from the creation of investment thesis, sourcing the acquisition and completing the transaction. The Acquisitions Manager will report to the Director of Acquisitions and work in conjunction with **all departments of the company**.

The opportunity exists for this individual to get great exposure into the real estate industry and build a long term relationship with a dynamic, growing, reputable real estate group.

The **Acquisitions Manager** will be active in the following primary responsibilities both in an individual and team setting:

- Source and identify potential acquisition targets / investment opportunities
- Manage and review overall macro and micro market studies for specific geographic regions
- Manage and review market analysis for acquisitions and due diligence
- Manage, review, and create acquisition analysis of specific properties including advanced financial analysis and due diligence process
- Perform high level value add refurbishment and development feasibility analysis
- Manage and expand acquisition internal databases & external relationships
- Provide regular updates on current events/trends impacting real estate in specific regions to the company
- Manage, review and prepare marketing materials and reports as needed
- Manage, review and prepare presentations for the Investment Committee
- Manage, create, implement and propose internal process documents and templates
- Manage, train and mentor other Senior Acquisitions Analyst, Acquisitions Analyst and Analyst Interns
- Serve as model master for the asset management models used to monitor asset performances
- Other responsibilities as required

The Candidate will also be someone who is completely aligned with Hungerford Property Core Values.

Qualifications/Requirements

- Candidates will preferably have a Bachelor of Commerce with a focus in Real Estate or Finance.
- Candidates will preferably have minimum three years of work experience in real estate, preferably in an acquisitions capacity with direct underwriting and deal due diligence experience
- Direct or indirect management experience required

Skills/Attributes

- Results focused, ability to take ownership and initiative
- Strong competency in internet based research
- Advanced excel and financial modeling skills including cash flow analysis
- Effective at multi-tasking
- Self-motivated and possesses a high level of professionalism
- Advanced computer skills including Word and Excel
- Strong verbal and written communication
- Excellent work ethic and attention to detail

- Keen to work in a dynamic, fast paced, team-oriented and entrepreneurial environment

To Apply

Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter and most recent transcript to careers@hungerfordproperties.com. While we thank all candidates for their interest, only those candidates that best fit the position requirements will be contacted.