

**Avison Young Commercial Real Estate (B.C.) Inc.; DBA, Avison Young  
Job Description**

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**Job Title:** Senior Analyst

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**JOB SUMMARY**

The Senior Analyst will work on the brokerage team lead by Robert Greer and be responsible for preparing financial analysis, property valuation, marketing materials, listing proposals, documentation, and developing and maintaining client relationships.

**Essential Duties & Responsibilities:**

- Performing financial modeling, proformas, income analysis, residual land valuation and all other aspects of financial analysis and valuation of commercial properties.
- Collecting and analyzing market data and property information for underwriting and valuing commercial properties.
- Preparing marketing materials, listing proposals, and offering & listing documents.
- Preparing and executing marketing initiatives to further develop the team's brand and exposure in the industry
- Conducting research and maintaining various property and ownership databases using APTO and excel
- Preparation of Purchase and Sale contracts, Letters of Intent and Listing Agreements.
- Managing client relationships and ensuring clients' needs and expectations are exceeded.

**Qualification/Required Skills**

To perform this job successfully an individual must be able to perform each essential task at an above average level. The requirements listed below are representative of the knowledge, skill and/or ability required.

- **Education** – Bachelor's degree in Commerce/business. Preference will be given to candidates with a real estate major. Potential to obtain a valid BC real estate license
- **Experience** – Minimum 2 years of related work experience in commercial real estate or property valuation.
- **Financial Analysis Skills** - Ability to perform financial modeling and possesses a good understanding of commercial property valuation.
- **Marketing Skills** – A passion for and experience in developing creative marketing materials and implementing the respective strategies.
- **Communication Skills** –Advanced written and oral communication skills.
- **Computer Skills** - Advanced knowledge and efficient use of general business suites such as Excel, Word, PowerPoint and Outlook. Basic knowledge in Argus Enterprise.
- **Organizational/Multi-Task Skills** - Ability to allocate time effectively, work under pressure and multi-task, and manage tight and multiple deadlines.

This position offers a competitive base salary supplemented by a rewarding bonus structure.

E-mail applications to [vancouvergm@avisonyoung.com](mailto:vancouvergm@avisonyoung.com)