

Land Acquisition Analyst / Sales Associate (Full Time)

About London Pacific

London Pacific is a growing commercial real estate brokerage that specializes in land assembly and sales. Working with property owners, investors and premier developers, our brokers assemble, market and sell land suitable for redevelopment.

The Role

We are looking for a dynamic and creative person to join our team, who will work closely with all team members while providing direct support to a Senior Agent specializing in Development Land and Investment Properties. This is a unique opportunity to be mentored by a top producing agent and gain invaluable knowledge and experience.

Launch your real estate career working with the LP team.

Job Description

- Provide administrative support in daily operations including internal / external communication and the scheduling / maintenance of critical dates
- Organize and maintain digital and hard copy deal files
- Work closely with corporate administration on deposits and conveyance
- Draft and edit formal business contracts, agreements, amendments and letters to clients
- Perform Preliminary research for potential land sales, acquisitions and development opportunities
- Catalogue sites within neighbourhood plans
- Qualify site opportunities by making initial contact with property owners
- Create accurate pro-formas for development sites and land acquisitions
- Provide comparative market analysis for developments under construction
- Coordinate site specific marketing materials with in-house marketing dept.
- Work closely with developers and present upcoming potential development sites
- Facilitate communications between developers and land owners

Required Qualifications and Skills

- Degree or Diploma in either Real Estate Marketing, Urban Land or Financial Management
- Real Estate Trading Services License
- High proficiency Microsoft Office: Microsoft Word, Excel, Outlook, Power Point
- Organizational, time management, and high attention to detail and accuracy mandatory
- Excellent written and verbal communication skills required
- A dynamic team player; flexible to changes in job nature when required

Please email your **cover letter** and **resume** to attention Erin Williams erin@londonpacific.ca. We thank all applicants for their interest, however, only those identified for further consideration will be contacted.