

# Acquisitions Coordinator

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|---------------------|---------------------|
| 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 neighbourhoods 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 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 Coordinator** 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, handle flexibility in task management while having a keen eye for detail and provide daily administrative support in a fast-paced environment. The Acquisitions Coordinator will report to the Director of Acquisitions.

The ideal candidate will have either a minimum of three years' experience in the commercial real estate industry and/or a diploma/degree relevant to commercial real estate. This role is suited for someone who is passionate about real estate and whose preference is to have a successful real estate career in an administrative capacity. The key responsibilities of the Acquisitions Coordinator include, but are not limited to, the following

#### Administration

- Work closely with the team on various initiatives and special projects
- Provide administrative support for internal and external correspondences
- Prepare periodic acquisition reporting materials
- Team calendar management, critical dates, meeting prep
- Coordinating general administration for project filing, archiving, etc.
- Collaborating with Acquisitions Director to oversee operation needs
- Other initiatives as required

#### Transaction

- Prepare and draft meeting agendas and letter of intent proposals
- Contribute to the team as a project moves through the acquisition process
- Support deal processing with the Deal Manager and Accounting Department
- Coordinate, track, and monitor the status of key documentation or reports pertaining to due diligence
- Process and track invoices to budget
- Other initiatives as required

#### Process

- Update and create internal process documents

#### Marketing

- Organize and prepare marketing materials for deal-specific packages, presentations, and proposals
- Proofread copy for spelling, grammar, and layout, making appropriate changes; responsible of accuracy and clarity of final copy
- Other initiatives as required

#### Research

- Prepare title searches, property information, zoning/planning and vacancy/sale searches as required
- Conduct preliminary market information research through various sources including third party databases such as RealNet, CoStar, Autoprop, etc.
- Perform independent research as required
- Update internal database with current market and deal information
- Update CRM database with current market and client information for deal & contact management
- Other initiatives as required

The Candidate will also be completely aligned with Hungerford Property Core Values. In addition to effectiveness in delivering key objectives, performance will be measured by the candidate's capability to demonstrate the following 5 Values daily:

**Ambition** - Seeing possibility, stretching goals to exceed expectations, and persisting with extraordinary effort when challenged. Possesses intellectual curiosity.

**Diligence** - Taking action in one's role to remove errors, avoid pitfalls and minimize risk to produce deliverables of the highest professional standard. Producing work on time.

**Creativity** - Dedicating time and energy to creative problem solving, seeking alternative and better approaches to get to the most effective, elegantly simple solutions.

**Relationships** - Building team with collaborative internal relationships in order to provide extraordinary service to our external relationships. Bringing the highest level of professionalism to one's role.

**Community** - Taking action to deliver lasting, meaningful impact on others' lives, and the lives of their families - whether coworkers, business stakeholders or the larger community.

#### **Qualifications/Requirements**

- Candidates will preferably have one to three years of work experience in real estate
- Experience providing administrative support to multiple or team of professionals preferred

#### **Skills/Attributes**

- Self-motivated and possesses a high level of professionalism
- Advanced knowledge and efficient use of business suite computer programs including Word, Excel, PowerPoint, and Outlook
- Ability to read, analyze, interpret, and create general business documentation
- Ability to write reports, business correspondence and format presentations
- Excellent and effective verbal and written communication skills with the ability to work effectively in a team setting
- Excellent proofreading and editing skills
- Ability to multi-task, utilize effective time management skills, and be able to recognize and respond to time sensitive issues and tasks
- Possess characteristic traits of independent thinking, self-starting initiative
- Ability to work efficiently under pressure with multiple timelines and with limited direction/ supervision
- Ability to maintain discretion regarding personnel and industry-related matters
- Ability to comprehend and interpret instructions, correspondence, and memos and ask clarifying questions to ensure understanding
- Strong competency in internet based research
- 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 HR. While we thank all candidates for their interest, only those candidates that best fit the position requirements will be contacted.