



Job Title: Investment Coordinator – Maternity Leave

Reports To: Director

Position Summary

The Investment Coordinator is responsible for creating and performing financial and market analysis for the Company's property acquisition and investment activities in commercial real estate. The position will entail mortgage administration, underwriting, drafting offers, reviewing legal agreements, collecting and analyzing due diligence information, market analysis, designing financing packages, and drafting investment summaries in acquiring commercial properties.

Key Duties and Responsibilities

- Conducts financial analysis including rental market study, cash flow modelling, development proforma and property evaluation;
- Responsible for gathering data for potential real estate acquisitions and investments;
- Periodically evaluates achievable rental levels, expense comparable, and expense estimates for all acquisition opportunities being considered;
- Assists in coordinating a variety of outside consultants and business partners including: real estate agencies, appraisers, surveyors, and legal;
- Responsible for becoming familiar with costs associated with acquisitions, including physical renovation construction costs etc.;
- Coordinates the real estate due diligence process in purchase, sale, and financing;
- Coordinates the financing process by communicating with lenders for loan tender, preparing/delivering required materials, and reviewing commercial mortgage opportunities;
- Analyzes various loan products and offerings;
- Reviews and prepares changes of legal documents (letters of intent, purchase offers, commission agreements, listing agreements, and commercial leases);
- Creates maps and various graphs depicting property location and financial data;
- Creates internal financial reports for shareholders as required;
- Prepares reports, correspondence and other administrative paperwork on a timely, professional and accurate basis;
- Attends industry events/seminars to keep abreast of trends and upcoming products;
- Participates in special projects as required;
- Working outside of regular business hours may be required.

Knowledge, Skills and Abilities

- Minimum 2 years' experience in a similar role;
- Advanced level computer skills and Microsoft Office suite skills, including but not limited to Word, Excel, PowerPoint and internet applications;
- Advanced knowledge of MS Outlook, including multiple calendar management and being comfortable dealing with multiple time zones;
- Knowledgeable in all methods of gathering and analyzing market information including conducting legal and titles searches, Autoprop, RealNet, MLS Exchange;
- Strong financial analytical skills;
- Previous experience with Creative Suite is an asset;
- High level of professionalism, customer service, energy, speed and accuracy;
- Strong organizational and planning skills with a proven ability to effectively prioritize work flow;
- Resourceful, with the ability to prioritize, multitask and meet deadlines with minimal supervision;
- Exercises independent judgment, discretion and diplomacy;
- Thrives in a dynamic ever-changing environment;
- Excellent interpersonal skills and a proven track record for being a strong team player;
- Results oriented with strong attention to detail and accuracy, even as priorities change and urgencies intervene;
- Track record of adhering to organizational policies and procedures;
- Previous experience conducting research;
- Previous experience proof reading and editing documents;
- Takes initiative and is a self-starter;
- Ability to respect confidentiality of information;
- B.A., B.Sc., or a B.Comm. degree is preferred;
- Experience in the property management and/or commercial real estate industry is an asset.

If you are interested and meet the requirements listed above, please submit your resume and salary expectations to careers@hollyburn.com. We thank all applicants in advance, but only qualified candidates may be contacted directly.