

REAL ESTATE ASSET MANAGER

Balfour Pacific is a Vancouver-based private equity real estate firm that focuses on value-added investments in the United States. We are managing our fourth and fifth funds on behalf of institutional and high net worth investors. We are looking for a full-time Real Estate Asset Manager to augment our team as we

continue to build on our market-leading track record. The candidate will enjoy the challenge of developing and executing property strategies for a multi-million square foot portfolio of industrial flex and office investments in the United States.

RESPONSIBILITIES

- Implement and coordinate asset management strategies, identify opportunities for improved performance of portfolio and achieve operational efficiencies to enhance value
- In coordination with third party managers, develop, approve and continually oversee annual budgets, capital and leasing plans for each property
- Implement operational and financial reporting process to ensure accountability of third-party managers
- Provide oversight and make recommendations for construction/upgrade projects and all capital projects, including scheduling, bidding process, change orders and all approvals
- Negotiate leases, provide lease administration, lease summaries, net effectives and monitoring of lease terms with budget and underwriting
- Negotiate and oversee all third-party property management, leasing, operational and capital contracts
- Manage property cash flow, distribution, reconciliations, tax appeals and variances analysis
- Review and approve monthly reporting packages from third-party property managers
- Manage each property's loan including covenants, reimbursement, approvals and reporting requirements
- Develop and distribute periodic asset management reports to the management team
- Provide pre-acquisition input in the due diligence process, including review of financial, operational, capital and leasing assumptions
- Manage coordination of post-acquisition activities and provide an efficient integration of the property into the portfolio

QUALIFICATIONS

- BA/BS degree in Finance, Real Estate or related field
- Minimum of 7 years of comprehensive commercial real estate management experience with an emphasis in office and industrial properties
- Experience in managing a large portfolio in multiple locations
- Experience in property management/leasing/operations/capital management
- Proficiency with modeling in Excel
- Solid analytical and organizational skills and ability to multi-task
- Highly-developed verbal and written communication skills
- Ability to work independently and as part of a team
- Travel required to portfolio in the United States
- Proactive thinking with detail-oriented and creative problem-solving approach

REPORTING TO: Managing Director, Asset Management

Please send CV and cover letter by email to careers@balfourpacific.com. Please accept our utmost appreciation for your interest. Only those applicants under consideration will be contacted.