



ATELIER CAPITAL PARTNERS INC.

Atelier Capital Partners Inc.

Job Description of Manager – Investment & Asset Management

August 2020

Position Description	Reporting to the Managing Director. The primary objective of this position is to assist the MD in managing the Company's real estate projects (new & existing) and the investment portfolio
Responsibilities	<ul style="list-style-type: none">• Anticipate market trends and lead the real estate team through the evaluation, qualitative and quantitative, of potential acquisitions and dispositions to support the approved investment plan;• Participate in building the networks in the real estate community to source new investments and development opportunities;• Assemble and coordinate all materials required for investment transactions including: developing financial models, maintaining property files in respect of financial valuation and property information, and reviewing, assessing any existing debt matters;• Coordinate, engage and oversee any required 3rd party consultants for investment/disposition activities, reviewing reports from the same and incorporating findings from the reports in the underwriting of the activities;• Lead the preparation of contract documentation to effect the real estate transactions, i.e. term sheet, purchase & sales agreement, joint ventures, limited partnership, leasing agreement;• With the support of external consultants, manage the full spectrum of development projects with partners from land acquisition through entitlements, design, construction, leasing, marketing, property management and final sale of the properties;• Lead the preparation of monthly/quarterly and any ongoing investment reports for investors.



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Requirements

- Relevant undergraduate and/or advanced degree – B Comm, MBA, Architectural, Urban Economics, Civil Engineer or other equivalent;
- Strong analytical, planning, negotiation and problem solving skills;
- 5+ years of direct experience in real estate or real estate related area with demonstrated leadership;
- Solid interpersonal and organizational skills and the ability to develop and foster working relationships with colleagues and external parties;
- Consistent attention to details while considering the big picture;
- Effective team leader while also be able to work independently;
- Entrepreneurial attitude, resourceful and ability to multi-task;
- Excellent communication skills, both written and oral.

If you are interested in applying for the position, please email your cover letter and resume to hr@atelier-capital.com. We thank you all applicants for their interest; however only those short-listed will be contacted. No phone calls please.