



## ASSET MANAGEMENT ANALYST

At Nicola Wealth, we provide clients a unique opportunity to be part of a diversified portfolio of income-producing real estate located in select markets in Canada and the US.

We bring a focused, disciplined, transparent, and informed perspective to the real estate holdings we purchase through Nicola Canadian Real Estate LP and Nicola US Real Estate LP portfolios. At the same time, we are proactive and nimble, anticipating which properties will best serve our investors and overall portfolio mix, acting quickly and decisively to make opportunistic acquisitions.

We also oversee all properties in our portfolios, ensuring investment stability and minimizing exposure to factors such as lease, tenant and debt maturities and exposure while maximizing returns for our investors

**At Nicola Wealth**, we believe our most valuable asset is our people and demonstrate that in the finer details, our interactions, and shared success. Our people make this an exciting and rewarding place to work, bringing energy, experience, and expertise. We welcome you to explore new possibilities and provide opportunities to develop. Our uniqueness fosters a creative, entrepreneurial, and collegial atmosphere that attracts outstanding people.

### Working at NW

- Competitive compensation package
- Competitive benefit plan
- Employee Assistance Program
- Participation in the company profit sharing program after 6 months
- Group RRSP contributions after 1 year
- Close to transit, bike-commuter facilities, centrally located to shopping and restaurants
- Support wellness by providing healthy snacks
- Support personal development with tuition reimbursement and study days for approved programs
- Volunteer day to give back to our community
- Personal leave days
- Team building events
- Corporate Kayak Pass
- Flexible, respectful, and thoughtful environment

## Team and Position Summary

Nicola Wealth, Real Estate, the real estate division of Nicola Wealth, based in Vancouver, BC, is a boutique real estate asset management company that currently manages over \$4 billion of commercial real estate in Canada and the United States. On behalf of private investors, a team of experienced real estate investment professionals manage a diverse and growing portfolio of industrial, office, retail, multifamily and self-storage properties. Nicola Wealth, Real Estate, is growing significantly and is seeking a high-energy individual with entrepreneurial drive to join a dynamic group of dedicated real estate professionals.

Reporting to the Director of Asset Management, Real Estate, the Asset Management Analyst will be responsible for supporting the Asset Management Team. Specific duties will include:

## Key Accountabilities

- Administering property valuations including managing the delivery of information to third party appraisers, undertaking detailed review of appraisals and updating internal valuation models
- Managing the administration of mortgages including abstracting loan agreements, tracking lender undertakings and holdbacks, managing financial reporting to lenders and assisting with loan closings
- Administering leasing software supporting the leasing program for all assets, including the introduction of the system to new brokers
- Managing the timely delivery of insurance appraisals for the Canadian and US property portfolios and providing analytical and general support for the property insurance program
- Undertaking detailed financial analyses for existing property investments including net effective rent calculations, analysis supporting repositioning strategies and hold-sell analysis
- Abstracting leases and providing lease administration support
- Managing IPD reporting including collection of property statistics and entry into Yardi
- Undertaking research for specific property types and markets as well as trends in commercial real estate
- Undertaking property site inspections and reviews, as required
- Staying abreast of industry trends

## Qualifications and Experience

- 2-4 years of real estate experience in asset management, appraisal, brokerage or related sectors
- Bachelor's degree with an emphasis in finance, real estate or a related discipline is required
- Well-developed quantitative and analytical skills: Experienced with financial modeling and discounted cash flow analysis
- Sound understanding of real estate valuation methods
- Strong computer skills with advanced knowledge of MS Excel and knowledge of ARGUS required. Experience with YARDI is an asset
- Must be available to travel (up to 15%)
- A valid BC driver's license is required
- Must be legally eligible to work in Canada for any employer

## Soft Skills

- Essential to be fluent in English both written and spoken
- Collaborative and team focused. A proven self-starter with the ability to work independently as well as part of a dynamic team
- Excellent interpersonal and relationship building skills
- Well-developed organizational, time management and communication skills
- Strong written and verbal communication skills
- Exceptional attention to detail and proven ability to multi-task, think logically and problem solve effectively
- Self-motivated with the ability to meet tight deadlines
- Professional demeanor

## TO APPLY

Include your cover letter and resume in your application with "**Asset Management Analyst**" in the subject line of your email to [careers@nicolawealth.com](mailto:careers@nicolawealth.com) Thank you for your interest in this position. Only candidates considered for an interview will be contacted. For more information about this and other roles: [www.nicolawealth.com](http://www.nicolawealth.com)