

**Avison Young Commercial Real Estate Services, LP; DBA, Avison Young
Job Description**

Job Title:	Investment Coordinator
Start Date:	Immediately

Why work for us?

We believe that our industry is changing, and we want our business to be a melting pot of curious minds, passionate hearts and strategic intelligence. Your gender, religion and race are all highly respected, but are less important to us than your ability to step up and change the game. We provide you with a place where you can do just that, with like-minded people. Collaboration is embedded in the way we work – our people have the autonomy to collaborate on client relationships, engage teams across the business, lead operations, work collectively on projects, participate in strategy and are ultimately responsible for our growth. Our distinctive Principal-led, privately-owned model puts us in the enviable position of being able to offer every employee the opportunity to own a share of our business and inspires and allows anyone to become a Principal. This role carries voting rights, so our people have a very real say in the future direction and operation of our business. This means that we are able to attract, engage and retain the best talent from the industry.

Description

An exciting opportunity to work within the investment team at Avison Young in Vancouver. The successful candidate must possess strong administration and task management skills, exhibit excellent organizational skills, demonstrate an eye for detail, and must thrive in a fast-pace, team environment. This is an investment Coordinator role with an opportunity to mentor and move into a brokerage role.

The ideal candidate will have the desire to progress into the brokerage arm of the division through this entry-level role. The candidate must maintain a valid Canadian citizenship or landed immigrant status. The responsibilities listed below are representative but not limited to the knowledge, skill and/or ability required.

Essential Duties & Responsibilities

- Research available listings through brokerage sites and CLS and track listings valued over \$5 Million
- Track all office, retail, industrial, Multi-family and Residential Land Sales comparables over \$5 million in British Columbia and ensure they are recorded in Access or AVANT, our web-based software for managing comparables.
- Track sale comparables through the management of our Comparables Database. Add comparables from the AY deal sheet, sale/land/lease comparables from various other sources including RealNet, MLS, CLS, and other brokerage sites/reports

- Pull smaller strata and/or smaller freestanding comparables as required and place in excel or AY formatting
- Provide comparables, company searches, title searches, charges on title and other information as required to Brokers in a timely fashion
- Providing the investment team with monthly meeting updates of:
 - Major transactions completed across BC
 - Market news pertaining to investment
 - Capital Markets Groups (CMG) Update
- Support research in the production of all investment reports (Metro Vancouver and sub-market reports) by providing:
 - Recent Avison Young transactions (over \$5 M)
 - Recent investment sales across BC (over \$5M)
 - Recent notable land sales
 - Discoverable land assemblies
 - Keep detailed notes on transactions, classify vendor/purchaser
- Work with head of Research, research managers and coordinators in implementing Apto and attend bi-weekly research meetings
- Contact various municipalities for information regarding OCP's, development plans etc.
- Extract property information from various municipalities' GIS mapping systems
- Liaise with and develop relationships with various appraisers to obtain tertiary market information and more in-depth financial information
- Financial modelling on an occasional basis
- Reach out to other brokers / assistants / researchers to fill information gaps in comparables.
- Put together ad-hoc reports in excel
- Track all AY sale deals in the AY Sale Deal sheet (collect from MD monthly)
- Create excel spreadsheets with quick calculating formulas.
- Assist with listing pitches
- Other duties as required

Qualifications/Required Skills

- Excellent written and verbal communication skills
- Ability to write reports, business correspondence and formal presentations
- Ability to read, analyze, interpret and create general business documentation
- Advanced knowledge and efficient use of business suite computer programs including Word, Excel, PowerPoint, Outlook, and Adobe (Adobe InDesign is a significant asset)
- Ability to multi-task, utilize effective time management skills, and be able to recognize and respond to time sensitive issues and tasks
- Ability to work efficiently under pressure with multiple timelines and with limited direction/supervision
- Possess characteristic traits of independent thinking, self-starting initiative while working well in a team-oriented environment
- Maintain a valid Canadian citizenship or landed immigrant status.

Expectation

- A great team member - humble, curious and empathetic.

Our Equal Opportunity Commitment

- Avison Young practices as an equal opportunity employer in all services locations around the world. We are committed to building and maintaining a workforce diverse in experience, skills and knowledge with uniformity in service excellence, commitment and integrity.
- The firm maintains a strict policy to ensure employment opportunities are equal and do not discriminate based on race, color, religion, creed, age, sex, gender, gender identity or expression, sexual orientation, national origin, citizenship, disability, marital and civil partnership/union status, protected veteran or military service status, or any other elements protected by law.
- For those requiring assistance with disabilities, Information relating to the need for accommodation and accommodation measures will be addressed confidentially.
- Avison Young is committed to employing the best talent with the most fair and equitable recruitment practices. Apply with us TODAY!

Please apply for this position through the following email: Leeanna.petrik@avisonyoung.com