



ASSET MANAGEMENT ANALYST

Vancouver, BC

Pacific Reach is a private investment company based out of Vancouver, BC. As a vertically integrated real estate investment firm, with in-house development, construction, and property management teams, access to capital, and a thorough risk management strategy, we are able to be highly responsive to changing market conditions.

Over the past decade, our team has built a portfolio consisting of 2,000 apartment units, 1200 hotel units, and 1.5 million sqft of commercial space. We are currently active in eight major cities across North America: Vancouver, Calgary, Toronto, Seattle, Los Angeles, Las Vegas, Phoenix, and Chicago.

Opportunity:

We are searching for an Asset Management Analyst to assist with managing and adding value to our commercial and residential properties. The analyst will participate in all asset management functions of the portfolio, including lease negotiations and analysis, financials and budget review, and providing direction to property managers and leasing agents. They will prepare annual property business plans and budgets, quarterly reports, and other ad-hoc reports and communication, as needed.

Responsibilities:

- Undertaking financial analyses for existing property investments including net effective rent calculations for leases and repositioning/highest & best use analyses
- Assist with development of annual budgets for all portfolio assets – undertake and update property specific market research, including revenue and expense data
- Administration and coordination of leasing activity within the commercial portfolio. This includes the tracking of deal progress and liaising with tenants, brokers, and property managers
- Tracking of existing lease database, including monitoring of important dates, such as Options to Renew, Terminations, lease expiry dates, due dates for Notices and CAM Reconciliations etc.

Qualifications:

- 2 to 4 years of progressive experience in the asset management, appraisal, or brokerage sectors
 - A Bachelor's degree – preferably specializing in Commerce, Finance, and/or Real Estate
 - Strong analytic and financial skills, organizational, and time management skills, and capable of working within a team and independently
 - Strong knowledge and understanding of commercial real estate industry fundamentals
 - The successful candidate will be motivated and interested in all aspects of real estate management, development and investment. They are a quick learner and hard worker with strong communication skills
-

Pacific Reach provides for a dynamic and challenging work environment. We are growing rapidly and reward innovation & hard work.

If you are interested in this opportunity, email your resume to ddibadj@pacificreach.com.
