

Senior Analyst, Asset Management

Nature of Position: Full Time
Location: **Vancouver**
Start Date: **ASAP**
Compensation: Based on Experience

The Candidate and Responsibilities

The Senior Analyst, Asset Management position is based out of Vancouver.

Applicants for this position will be self-motivated individuals with a high degree of initiative and will possess strong interpersonal skills, be attentive to detail, and able to build trusting relationships.

The candidate will report directly to the Senior Manager, Asset Management and work in conjunction with Investments, Financing, Accounting, Property Management, Leasing, Development and Investor Relations.

The Senior Analyst, Asset Management will be active in the following primary responsibilities both in an individual and team setting:

Business Plan Monitoring and Execution

- Evaluation of current business strategy including active participation in the investment process
- Scenario analysis for decision making and proactive risk and opportunity identification
- Coordination between departments on business plan implementation
- Proactive risk assessment and mitigation
- Perform financial modeling and audit financial models prepared by others
- Return calculations and forecasting
- Portfolio marketing review and understand Fund return calculations and capital management

Valuation

- Oversee and/or perform mark to market valuation of properties using various methods such as DCF, Direct Cap, Market Comparison and Cost Approach
- Fund unit and net asset value calculations
- Coordination of the review of 3rd party appraisal reports and understanding of valuation inputs/outputs

Financing

- Prepare financing packages for lenders
- Support relations with appraisers, lenders, and external consultants to close on various acquisition and construction financings and refinancing's
- Prepare internal and external debt reporting packages
- Manage the Finance Database and other financing trackers

Reporting, Analytics and Compliance

- Coordination with other departments to fulfil reporting requirements
- Take ownership of external and internal reporting documents – monthly, quarterly and annual
- Perform and development reporting metrics and analytics to track asset and portfolio performance
- Perform and develop risk assessment metrics and risk management tools
- Ensure portfolio and property-level compliance are in line with Fund, JV and other restrictions

Other

- Assist with obtaining and managing insurance for existing and new properties
- Participate in departmental process development / improvement
- Assist in the implementation of new initiatives
- Other responsibilities as required

The Candidate will also be someone who is completely aligned with Hungerford Properties Core Values.

Competencies, Qualifications and Required Experience

- Bachelors' degree with a focus on relevant business functions (e.g. Real Estate, Finance, Accounting)
- 3-5 years of relevant work experience in real estate and/or finance industry, or appropriate combination of schooling and work experience
- Direct experience with Yardi Voyager and Argus is an asset
- Experience and understanding of corporate finance, accounting and real estate investment
- Strong financial modelling abilities required, including understanding of complex debt
- Advanced skills in MS Office (Word, Excel, PowerPoint and Outlook)

Skills and Attributes

- Effective multi-tasking and time management
- Demonstrated ability to apply critical thinking to reduce errors and improve quality in work deliverables
- Ambitious and ability to interact confidently
- Self-motivated and possesses a high level of professionalism
- Strong verbal and written communication skills with the ability to work effectively in an individual setting
- Excellent work ethic and attention to detail

Our Work Environment

With every amenity downtown has to offer within a 5 - 10-minutes walk, the seawall at your fingertips, and a state-of-the-art fitness facility in the building, our office is situated in one of the most livable cities in the world, Vancouver - Canada. If you are looking for a perfect blend of stunning natural beauty, diverse cultural experiences, and the hustle and bustle of big city life, Metro Vancouver has it all, and Hungerford Properties is located in the heart of the action.

You will enjoy our frequent team celebrations organized throughout the year with various themes such as sport, wellness, cultural activities, team buildings session, and community involvement.

While our downtown office remains open with safety protocols in place, Hungerford Properties provides a hybrid work environment. The expectation for this role is 4 days per week in office during onboarding and training, then moving to 3 days in the office following onboarding. We have adjusted our hiring and onboarding to a virtual environment, and will ensure that candidates and new hires are supported virtually through our recruitment and onboarding processes in making personal connections with our team.

Our Compensation & Benefits Philosophy

Our compensation package includes a competitive base salary, a cash bonus, and a potential Long-Term Incentive program. We also pleased to offer the following benefits:

- Hybrid Workplace Environment offers flexibility to work from home or the office
- 12 weeks parental leave top-up for biological and adoptive mothers and fathers
- Flexible and part-time work options to prioritize things like family time
- Paid Vacation time (minimum of 3 weeks annually)
- Paid Education Days to pursue learning and development goals
- Paid Bereavement Days
- Learning & Development policy to support course fees
- Company-wide Holiday Break in December
- Health Coverage including fully paid medical, dental and vision care
- Health Spending Account to provide even more health coverage options
- Monthly Transportation Allowance to facilitate commuting
- HWay to Wellness Health & Wellness Programming
- Paid Volunteer Time to support our communities

Our Hiring Process

Joining a new organization is an important decision. We want to ensure our working relationship is mutually beneficial. We take our hiring process very seriously and want to provide you ample opportunities to understand our culture, our approach, our goals, and people.

Our hiring process consists of different rounds of discussions, typically one with your hiring manager, a second one with your peers, and a final round with an executive member of Hungerford Properties. Our hiring process may include a business case assessment and psychometric testing.

To Apply

Hungerford Properties is an Equal Opportunity Employer and takes pride in a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status.

Hungerford Properties will provide reasonable accommodations for persons with disabilities in a manner that is respectful of each person's dignity up to the point of undue hardship. If you need accommodations during the hiring process, please contact the HR Department.

We sincerely thank all applicants in advance. Please apply directly at <https://hungerfordproperties.bamboohr.com/jobs/view.php?id=68>