

Job Title: Acquisitions Coordinator

Do you want to be part of a team that makes a difference by building amazing rental communities across Canada? A high performing team that focuses on learning and development and giving back to local communities? Consider joining our dynamic team at Traine Construction & Development and Mainline Living Property Management!

At Traine and Mainline Living, our integrated teams develop, build, and manage communities in Canada's best markets. The value we create fuels our generosity. We redefine living as we build exceptional communities and experiences.

Do you have experience in the real estate industry? Are you interested in land acquisitions and real estate development? Do you want to learn and grow in an energetic and dynamic industry? Are you looking to join a fun workplace filled with fantastic colleagues? Our acquisitions and finance team are dynamic, talented, and passionate about making a positive difference! If this sounds like the type of environment for you, apply now!

Summary

Reporting to the Acquisitions & Financial Manager, the Acquisitions Coordinator will be responsible for contributing to the success of new purpose-built rental apartments projects across Canada by providing acquisitions support, due diligence support, market, and financial research. The Acquisitions Coordinator will gather and interpret data to assist in land acquisitions and financial evaluation of new projects. A high level of analytical, technical, and organizational skills is required for this position.

Key Responsibilities

- Research and gather data on various cities and opportunities across Canada.
- Conduct industry and competitive research to identify land opportunities that meet our criteria and metrics.
- Support the team in completing due diligence and feasibility studies for new development land acquisition ventures.
- Conduct desktop rent studies for cities of interest and project cities.
- Provide research and data on property searches including zoning, density, design guidelines, parkland dedications etc.
- Complete proforma updates as required.
- Update and maintain various acquisitions and financial spreadsheets and tracking systems with input from various departments.



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- Review and track adjacent development applications and approvals in cities of interest.
- Work with internal team members in marketing, development, and construction to execute projects as needed.
- Research applicable provincial and municipal laws, regulations, rules, and policies; provide interpretation of policy and procedure to staff and outside entities.
- Prepare necessary monthly and quarterly reports and maintain records for area of responsibility.
- Maintain a well-organized filing system with all required documentation.
- Coordinate contract signings, including timelines and logistics for the company executives.
- Coordinate and supports acquisition activities for the company.
- Data collection, analysis, and reporting for real estate forecasting (COMPAS RED).
- Prepare various presentations for meetings throughout the acquisitions process (Project Roll Out Meetings etc.).
- Prepare various reports for the finance department including investor reports and presentations.

Qualifications, Skills, and Experience

- Relevant education for the role required. Preferably a real estate diploma or other university degree.
- Work experience in a real estate preferred.
- Exceptional organization skills and ability to work autonomously and well as part of a team.
- Proven self-starter with ability to think logically and problem solve effectively.
- Advanced computer skills and in-depth knowledge of relevant software such as the complete MS Office Suite and in specific, Intermediate Excel Skills (ability to use various formulas, lookups, pivot tables etc. and maintain complex financial spreadsheets required), Outlook, PowerPoint and Word.
- Strong communication skills both written and verbal are essential.
- A 'can-do' positive attitude is a must in this busy and dynamic role.
- Team player – must be able to work well cross functionally and with external parties.
- Excellent analytical, financial and communications skills.
- Deadline-oriented and ability to manage competing priorities.

In return for your hard work and dedication, you will be rewarded with a very competitive salary (based on experience) and a full range of benefits, including:



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- Robust performance bonus program
- Opportunities to be involved in life changing charitable projects
- Extended Health and Dental
- Investment opportunities in real estate projects
- Professional Development and ongoing training
- Long term employment.

By joining our team, you'll find yourself working amongst a group of friendly, team-oriented individuals who strive to deliver exceptional results.

Traine Construction has been in business for over 20 years; based in Kelowna, BC and working throughout Canada on multi-family residential construction projects for our property management division, Mainline Living, to operate. We create communities that residents are proud to live in and we are proud to operate. From Ontario to British Columbia, Traine prides itself on building excellent multi-family communities and great careers!

Work somewhere awesome – apply now!

For Further Information or to apply please check out our website at www.traine.ca