



Analyst, Asset Management (Edmonton)

Reporting to senior management, the Analyst/Senior Analyst will provide analysis and insight on strategic initiatives, and support to the asset management team. The role will provide national exposure across the Canadian Commercial Real Estate industry including Retail/Office/Industrial/Residential asset classes. The role provides an approachable culture, flexible environment, and social opportunities to broaden network within the real estate industry.

Your Responsibilities:

- Create/analyze operational and financial reports, budgets, collections/delinquencies, capital expenditures, utility consumption, value add initiatives, asset valuation, asset plans, market review (including commentaries on key markets), among others
- Build dynamic pro-formas for investment and development opportunities.
- Assist in the annual business plan process including market assumptions, rent-setting, capital budget, and operating plans
- Assist in new acquisitions underwriting, dispositions, rent roll analysis, market leasing assumptions, expense recoveries, property tax and insurance review, understanding of target markets and due diligence
- Assist in the monthly and quarterly reporting of financial/operational metrics and create/assemble presentations for both a) internal management and b) investors/clients
- Review of real estate appraisals to ensure accuracy and reasonableness of the value conclusion
- Prepare, review, and analyze property and portfolio returns
- Identify, analyze, track value creation initiatives and market trends
- Preparation of ad-hoc presentations
- Drive process improvements, automation, and standardization of analysis
- Assist in mortgage financing and reporting to lenders
- Support the review and monitoring of investment guidelines, risk assessments, key risk audits and external reviews by regulatory bodies

Requirements:

- Business or Accounting degree with strong analytical and problem-solving skills; working towards an accounting, CFA, or appraisal designation is an asset.
- Proficiency in Office Suite - Microsoft Excel, Word, PowerPoint (Required); knowledge of Argus, Power BI is an asset
- Minimum of 1-5 years of relevant work experience as a real estate analyst, appraisal analyst or real-estate property accounting
- Experience and understanding of the valuation techniques and process – DCF, NPV, cash flow models
- Exceptional communication and organizational skills and attention to detail
- Ability to work on multiple projects and manage tight deadlines
- Experience in analyzing and articulating the strategic implications of a variety of financial and operational models
- Demonstrated ability to explore & implement progressive technological efficiencies
- Proven ability to work in a fast-paced environment while adhering to deadlines

About Epic Investment Services

Epic is a fully integrated real estate management platform providing asset, investment, and property management services to institutional, wealth managers and high-net worth investors. Headquartered in Toronto, Canada, Epic has over \$13 billion in assets under management across Canada and the U.S. comprised of 22 million square feet of office, retail, industrial and multi-family residential properties.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating “**Analyst, Asset Management - Edmonton**” in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact akumbaro@epicinvestmentservices.com for assistance/support.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. **No telephone calls or Agencies please.**

Visit our website at www.epicinvestmentservices.com for further company details