



Manager, Asset Management – Edmonton

Reporting to our VP, Asset Management, the Manager, Asset Management will actively support the office, retail, and industrial asset class in western Canada, including proactive management of leasing, capital, operational improvement initiatives, acquisition, development, financing, and contribute to the implementation of asset business plans and strategies. The overall goal is to maximize value and returns of the portfolio through analysis of property efficiencies and identifying opportunities.

Your Responsibilities:

- Develop an in-depth understanding of each client's needs and expectations
- Support client relationships – inform, communicate, advise with strategic alignment
- Liaise effectively with partners/owners and property management specifically
- Develop effective, collaborative working relationships with internal departments and also with third-party service providers including appraisers and legal advisors
- Conduct analysis of property operations (leasing activity, property returns, financing and capital plans)
- Prepare full financial analysis and modeling for portfolio, including monthly/quarterly property reports, variance analyses, budget reviews and cash flow projections
- Evaluate, approve, and administer leases, property budgets and monthly reports, variance analyses, cash forecasts, capital projects and expenditures, leasing/marketing initiatives to support the maximization of value and client objectives
- Provide analytical data and support to the strategic management of real estate assets
- Work with property managers and project managers to effectively manage capital programs and assist in the control capital expenditure budgets; monitor the release of capital expenditure funds
- Prepare ad-hoc reporting and analyses, and manage/project cash flow
- Debt analysis, financing and re-financing tasks
- Prepare reporting packages highlighting key financial targets and market conditions for Epic senior management and clients
- Review agreements (Property Management Agreements, Development Agreements, Co-owner Agreements, Purchase & Sale Agreements) and other legal documents including service contracts and commercial leases
- Deliver, individually or as a group, effective presentation to clients and/or prospective clients.
- Organize, review, analyze real estate appraisals
- Be informed and help manage the property tax appeal process for various assets within the portfolio and analyze any implications
- Market Epic by actively representing the Company in the real estate industry through participation in industry related organizations
- Maintain current knowledge of real estate investment, emerging trends and technologies; be informed about relevant legislation and standards; present opportunities to Epic to increase the value-add of our services
- Conduct due diligence and underwriting for potential acquisitions or dispositions

- Develop and maintain relationships within the real estate industry

Success Factors:

- Though this position does not currently directly manage staff, the incumbent will work closely with other teams and will need to influence and persuade through the effective sharing of information
- Perform other duties and assist with special projects, as required

Requirements:

- University degree in business/finance or real estate
- 3 - 5 years of commercial real estate experience;
- Strong skills in financial modeling and analysis programs (preferably Argus/Excel)
- Comprehensive skills in spreadsheet management (Excel)
- Solid understanding of property valuation techniques and practices
- Experience in analyzing and articulating the strategic implications of a variety of financial and operational models
- Market research competency
- Proven ability to work in a fast-paced environment while adhering to deadlines
- Experience in investment management, construction and/or development (pro-forma background), financial modelling is an asset
- Experience with asset acquisitions and dispositions

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 “**Manager, Asset Management**” 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

