Analyst, Sustainability & ESG

About Epic Investment Services

At Epic Investment Services, we're shaping meaningful careers in real estate by creating opportunities for growth, innovation, and development. Our EPIC values - Execute, Partner, Initiate, Challenge - guide how we collaborate, innovate, and support each other and our clients. Through our "Always On" promise, we think like owners, act with accountability, and care deeply about the communities we serve.

When you join Epic, you're empowered to do the best work of your career in a culture that truly invests in you. We lead with a people-first mindset: one that celebrates wins, supports growth, and encourages every team member to bring their full potential to the table. Recognized as a Certified Great Place to Work® for two consecutive years, we're cultivating an environment where excellence is supported and contributions are valued. We take a home-grown approach to career development, investing in our people through comprehensive benefits, continuous learning, and opportunities that open doors to new responsibilities and leadership paths.

Epic is a fully integrated real estate management platform, where we deliver asset, investment, and property management services to institutional investors, wealth managers, and high-net-worth clients across North America. Headquartered in Toronto, Epic manages over $14 billion in assets across Canada and the U.S., encompassing more than 26 million square feet of office, retail, industrial, and multi-family residential properties. As we continue to grow, so do the opportunities for our people—come build what's next with Epic.

About the Role

At Epic we are committed to continuously outperforming our clients' goals and expectations by leveraging our collective expertise, broad relationships, and entrepreneurial spirit. We are looking for an enthusiastic individual to join our Sustainability & National Services team as an Analyst, Sustainability & ESG. The position will report to the Senior Manager, Sustainability & ESG and support corporate and client reporting initiatives, sustainability program development and implementation, and identify process improvements in the Real Estate Management division with a focus on sustainability data management.

Your Responsibilities:

- Contribute to the delivery of corporate and investor reporting initiatives including Epic's annual sustainability report, GRESB, and quarterly property reports.
- Support tenant engagement and wellness programming through communications, campaigns, events, and educational initiatives.
- Maintain and track green lease data, clauses, and commitments to support reporting and identify opportunities to advance adoption.
- Complete ongoing review of Epic's ESG data management software to ensure accuracy and completeness of the dataset and efficiently identify and investigate data anomalies.
- Conduct portfolio and asset level analysis on various ESG KPIs to measure the program's impact and identify opportunities for program improvement.
- Support in integrating sustainability programs into the annual property budgeting process.
- Coordination with regional teams to complete property level audits including energy and water, IAQ and waste audits.

- Maintain up-to-date records of property details, audit and certification expiry dates and other pertinent information required for program delivery.
- Develop understanding of property management business processes including key service contracts, to support corporate data integration and automation efforts.

Requirements:

- A Bachelor's Degree in Building Science, Environmental Science or Studies, Business, or related field.
- Minimum 1-3 years related experience in sustainability, project management, data analytics, and/or communications.
- Familiarity with global green building certification programs including BOMA BEST, Zero Carbon Building Performance Standard, WELL, Fitwel and LEED
- Knowledge of ESG reporting frameworks such as GRESB, SASB, TCFD, CDP, or SBTi.
- Strong technical competence in Microsoft Office applications, including Power BI, Excel and PowerPoint
- Demonstrates thoroughness and excellent attention to detail
- Solution oriented with strong problem solving, critical thinking and analytical skills
- Excellent interpersonal skills with a positive, enthusiastic attitude and commitment to service excellence
- Ability to work independently and take personal responsibility for work
- Strong oral and written communication skills with an ability to draft professional correspondence and create effective reports/presentations from raw material
- Able to organize, prioritize and multi-task to ensure timely completion of work
- Knowledge of sustainability data management systems (eg. ENERGY STAR Portfolio Manager) is an asset
- Experience in commercial real estate is preferred

Expected Compensation Range:

The expected annual base salary range for this position is $65,000 – $75,000CAD. The actual salary offered will depend on a variety of factors, including the candidate's experience, education, skills, and market conditions, while ensuring internal equity. In addition to base salary, Epic offers a competitive total rewards package that may include discretionary performance-based incentives, comprehensive extended group benefits, retirement savings programs, and paid time off.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicis.com indicating **"Analyst, Sustainability & ESG"** 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 accessibility.request@epicis.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