

**Matrix Search Group** is a dynamic, full service recruitment firm with over fifteen successful years; we have refined our people centric approach which ensures that we evaluate the unique nature of the individual and the key dynamics of each client we do business with. We implement a highly systematic approach. We begin by tapping into our broad base of knowledge cultivated from our vast experience, connecting people to ideas and ideas to people. From this platform of intelligence, we connect clients to candidates and candidates to clients, ultimately enabling us to provide dynamic solutions to recruitment and career requirements. In addition, we are steeled to preserving a boutique environment and the mentorship mindset. We deliver a personal touch and a commitment to integrity, diversity and relationship building.

Matrix Search remains true to our industry areas of expertise which include construction, leasing, real estate investments, operations, accounting, legal, asset and property management sectors.

We are seeking a **Senior Real Estate Analyst** to join our Client's team. In this role you will be reporting directly to the Vice President of Investments. Our Client is one of Canada's top Real Estate and Property Management Firms. Competitive benefits, flexible hours and recognition of the importance of career development are offered. This is an intermediate level position and is a great opportunity for polished professionals. The salary range for this position is \$70,000 - \$100,000 based on level of industry exposure. Our Client is an advocate for diversity and recognizes the value of leadership.

### **RESPONSIBILITIES**

- Underwrite/value properties and creating financial models
- Assist with due diligence (including reading leases and reviewing third party reports)
- Perform in-house credit assessments of tenants
- Develop presentations for clients, lenders and partners
- Draft transaction memos and offering documents
- Review and analyze legal documents
- Communicate regularly and effectively with clients, attorneys, investment bankers, and all other parties involved in financings or acquisitions
- Prepare property valuations and work with other members of the Financial Group team in the calculation of investment returns, as well as regular external client and internal property and fund reporting requirements
- Participate in the acquisition underwriting and due diligence process including the generation of financial proformas, the review and analysis of leases and other legal documents, and other reports and information related to potential investments

- Provide general asset management support including the financial analysis of potential leases, cash flow projections, and financing alternatives as well as other portfolio management analysis

## **QUALIFICATIONS**

- 3 to 5 years of related experience; Accounting experience for Real Estate Investments or Property Management is an asset
- Undergraduate Degree preferably in Accounting or Finance (BBA or MBA)
- Excellent financial and analytical skills
- Strong computer skills with advanced knowledge of MS Excel and ARGUS; familiarity with accounting reporting programs an asset
- Exceptional attention to detail
- Proven ability to think logically and problem solve effectively
- Demonstrated ability to work efficiently under pressure; dealing with changes and interruptions while maintaining strict deadlines
- Proven self-starter with the ability to work independently as well as part of a team
- Strong verbal and written communication skills
- An REIC designation or working toward an REIC designation would be an asset

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**If you are interested in this position and would like to join a successful and dynamic organization, please forward your resume in Word format to:**

**[info@matrixsearch.ca](mailto:info@matrixsearch.ca) or please call 416.703.3400**

***We thank all the candidates for their interest, but only those under consideration will be contacted.***

***Matrix Search Group is a strong advocate for diversity and is an equal opportunity employer.***