



## **Analyst, Asset Management (Edmonton) Epic Investment Services**

Epic Investment Services Inc. currently has \$16.5B in assets under management comprised of over 35M square feet of commercial space. This national portfolio of office, retail, industrial and multi-family properties is managed by over 150 professionals with multi-disciplined expertise including property management, asset management, mortgage lending and property development.

Reporting to senior management the Analyst will provide analysis and insight on strategic initiatives, and support to the asset management team on third party business. The portfolio will include retail, office, industrial, multi-family and mixed-use properties.

### **KEY RESPONSIBILITIES/ACCOUNTABILITIES:**

- Assist in the Monthly and Quarterly reporting
- Assist in the annual business plan process including leasing, capital budget, and operating plans, including the review and analysis of the property budgets
- Assist in new acquisitions, dispositions including due diligence
- Development project analysis and reporting on new and ongoing projects throughout their life cycle
- Preparing financial analysis including proforma modelling of scenarios as well as on lease transactions for their impact on value
- Review of real estate appraisals to ensure accuracy and reasonableness of the value conclusion
- Review and analysis of property and portfolio returns
- Drive process improvements, automation, and standardization of analysis
- Preparation of client/investor presentations & other adhoc presentations as required
- Assist in mortgage financing and reporting to lenders
- Assist in research and preparation of market commentary
- Support the review and monitoring of investment guidelines, risk assessments, key risk audits and external reviews by regulatory bodies

### **QUALIFICATIONS:**

- Bachelor of Commerce Degree and/or MBA and/or CFA with strong analytical, computer and problem-solving skills
- Proficiency in Argus, Microsoft Excel, Word, PowerPoint
- Focus on commercial real estate and 4+ years of relevant work experience as a real estate analyst or appraisal analyst
- Experience and understanding of the valuation techniques and process
- Exceptional communication and organizational skills and attention to detail
- Ability to work on multiple projects and multi-task
- Experience in analyzing and articulating the strategic implications of a variety of financial and operational models
- Demonstrated ability to explore & implement progressive technological efficiencies
- Strong skills in financial modeling and analysis programs (Argus/Excel)
- Strong understanding of accounting standards (ASPE / IFRS)
- 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) is an asset

## HOW TO APPLY:

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

Epic Investment Services is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require an accommodation, please let us know in advance.

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](http://www.epicinvestmentservices.com) for further company details.