

## **Analyst, Portfolio Management**

**Toronto, Ontario**

### **The Opportunity:**

We are hiring an **Analyst, Portfolio Management** who will be responsible for working with the Portfolio Management team to execute asset strategies, make leasing and major capital recommendations, and prepare portfolio analytics, presentations, and internal client reporting. The Analyst will work extensively with various senior members of the Portfolio Management team, as well as members of the Investments, Research, and Real Estate Management teams.

The role will be based out of 1 York St., Toronto, and will be reporting to the Principal, Portfolio Management. The candidate is expected to be in the office four days a week, on average.

### **What you will do:**

- Prepare financial analysis, proforma modelling/underwriting, investment memo creation & research to support the Portfolio Management team across all asset classes (multi-residential, industrial, office, retail, and land) primarily located in eastern Canada related to:
  - Major capital and leasing decisions on existing assets
  - Property level hold-sell analysis
  - New and/or existing development projects
  - Acquisitions/dispositions due diligence support
- Review monthly financial statements at the property level to track and analyze performance.
- Assist in preparation of the annual portfolio strategic business plan, annual operating and leasing budgets, and ongoing asset level reporting/analytics.
- Work alongside the Portfolio Managers to create and prepare ongoing client reporting requirements.
- Embrace and support BGO's culture and focus on Sustainable Investing, which includes a commitment to the Net Zero Asset Managers (NZAM) initiative.
  - NZAM affirms our aim to reach net zero greenhouse gas emissions for the entirety of our global assets under management by 2050 or sooner.
- Other duties as required.

### **Who you are:**

- Eager to ignite our company's spirit as a culture champion, embracing and embodying our dynamic values: Focus on What Matters, Be the Change, Do the Right Thing, and Together We Win!
- Zero to two years of work experience in the real estate, finance, or banking industry, and/or an undergraduate degree in commerce, business administration or economics.
- A very strong theoretical knowledge of financial valuation techniques and methodologies.
- Working towards a professional accreditation (e.g., CFA Program), or a desire to obtain a professional accreditation, would be considered an asset.
- Real estate specific experience is not required, as training will be provided. A keen desire to learn and work in the commercial real estate industry is required!