

Job Description

POSITION:	Analyst Real Estate Valuations
DEPARTMENT:	Asset Management
LOCATION:	Yonge Eglinton Centre Toronto, ON
REPORTING TO:	VP, Analytics
EMPLOYMENT TYPE:	Contract Full-Time
WORK MODEL:	Hybrid (4 days in office)
REVISED ON:	August, 2024

POSITION OVERVIEW:

Reporting to the VP, Analytics, this position assists in the valuation of the portfolio for IFRS purposes on a quarterly basis.

RESPONSIBILITIES:

- Maintain portfolio information and valuation tools
- Research and track market transactions, surveys and reports
- Review external appraisal reports and monitor conclusions and fees
- Liaise with internal departments - Investments, Leasing, Development, Finance, Accounting
- Argus and Excel modelling
- Assist in preparing quarterly property valuations and associated reporting
- Quantitative analysis of quarterly conclusions
- Prepare materials for internal presentation of results and record minutes
- Assist in defending results to internal and external auditors
- Other duties / projects as required.

QUALIFICATIONS:

- University degree in Business, Real Estate or related field
 - Working towards an AACI accreditation with the Appraisal Institute of Canada is an asset
 - Knowledge of valuation methods and real estate terminology
 - Proficient in Excel and Outlook
 - Working knowledge of Argus
 - Competent qualitative and quantitative analytical skills
 - Exceptional reasoning and problem-solving ability
 - Good written and verbal communication skills
- Ability to meet tight deadlines and thrive in a fast-paced team environment