

Aurion Capital Management was incorporated in 1996 and is one of Canada's foremost institutional investment solution providers focusing on pension funds and endowments. As of July 2008, employees own 40% of the firm with the remainder owned by DundeeWealth.

## Real Estate Investment Analyst– Aurion Capital Management

You will have the opportunity to...

- Be the member of a dynamic team focused on delivering value-added portfolio returns, gain exposure to every step of the real estate investment process and to a broad cross-section of properties across various property types (retail, office, industrial, etc.) across Canada.

### Key Responsibilities:

#### Market and Portfolio Analysis (70 to 80% of expected time allocation)

- Assist with strategy development and portfolio construction;
- Assist in the evaluation of investment opportunities consistent with the investment criteria/mandate of each client;
- Contribute to the development of investment business plans for each client portfolio; business plans highlight the portfolio objectives for the next year;
- Perform financial analysis of individual properties, tenants and real estate markets (including rent and sales comparables);
- Manage financial models utilizing both ARGUS and Excel to project cash flows, investment returns, and asset valuations and analyze risk;
- Assist development of investment recommendations based on underwriting assumptions and appropriate return parameters to senior management for approval;
- Assist with preparing and presenting the results of analysis in a clear and concise manner;
- Perform in-depth industry, market and competitor research to support investment review process;
- Review industry surveys and benchmarks, economic and demographic trends;
- Coordinate research in the assembly of market information, data gathering and relevant forecasts;
- Review and evaluate investment offerings from investment sale brokers, asset managers and owners;

#### Accounting and Reporting (20% to 30% of expected time allocation)

- Ongoing Monitoring of the client portfolios for allocation and diversification;
- Track and process cash distributions and cash calls and liaise with the client's custodian bank to ensure reconciliation with client records on an ongoing basis;
- Monthly reconciliation of client's custodial reports;
- Prepare/review quarterly client reporting; analyse yearly real estate and corporate valuations, organise audit process and assist in fund reporting; coordinate and work with Aurion Operations and external asset managers to finalize valuations of each investment
- Assist in monitoring, building and leveraging relationships with clients and custodians
- Assist in responding to RFPs from potential clients and consultants;
- Support team members to analyze/underwrite investment opportunities; structure and close acquisitions: due diligence of real estate fundamentals and equity/debt corporate structure; assess potential returns and risks, prepare deal memorandums for internal and external investment committees; interface with asset managers and consultants;
- Prepare routine and ad-hoc financial reports, presentations and analysis as needed for senior management and client meetings

### **Skills and Experience:**

- 3-5 years related work experience in real estate coordinating, presenting, and applying general financial analysis including NPV, IRR, Cash Flow, leasing, ratio analysis, P&L analysis, etc;
- B Comm, MBA or equivalent with an emphasis in finance and accounting, preferably with a minor in real estate;
- CFA and/or AACI designation is an asset;
- Strong analytical, due diligence and quantitative skills including portfolio modeling, market analysis, valuation and financial modeling skills;
- A strong working knowledge of all MS office products, particularly Excel and Access with ability and/or willingness to learn to create models for direct, joint venture and/or corporate investments, including sensitivity analysis;
- Proficiency with ARGUS is preferred; proficiency with Dyna is also an asset;
- Self-starter, capable of working in a fast paced environment;
- Broad knowledge of real estate investment products and services;
- Strong communication skills including verbal, written, and presentation;
- Ability to understand both the macro environment and be detail-oriented; and
- Ability to prioritize tasks, work on multiple assignments and manage rapidly changing assignments in a team environment;

### **As the successful candidate for this 12 month contract have the opportunity to:**

- Be part of an industry recognized leader in the investment management business;
- Be rewarded with our highly competitive compensation package which includes, but is not limited to, a competitive base salary AND benefits coverage; and
- Take advantage of our Health & Wellness programs including our on-site fitness classes and nutrition consulting, amongst other initiatives.