



Business Analyst – Real Estate Division.

Reporting to the CEO, the Business Analyst is responsible to deliver the development objectives for budgeting, scheduling, monitoring, and financial reporting for the Musqueam Capital Corporation assigned projects.

KEY ACCOUNTABILITIES

- Works closely with the VP Development and other senior members of the team on real estate projects.
- Full understanding of budgeting, cash flows, profitability, income statements, investment valuation and financial analysis for real estate; Understand the predevelopment process of properties and putting a cost benefit analysis together for residential, commercial, industrial, retail and mixed use projects.
- Feedback on project cost, time, and quality by implementing recommended corrective actions.
- Develops and maintains effective relationships with partners, consultants, community stakeholders, marketing organisations, real estate firms, industry, and government authorities.
- Reviews budgets and presents regular financial project reports.
- Monitor entitlements and market restriction of properties and the associated covenants, restrictions, and zoning for proper financial analysis.
- Prepare financial materials for accessing equity and debt capital markets and the associated documentation.
- Identify potential projects, partners and associated real estate opportunities with an ear to the ground approach.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand the comprehensive cycle of development from land acquisition to completion.
- Proactive with excellent communication skills and a high level of initiative.
- A demonstrated thoroughness and attention to detail as well as the ability to prioritize tasks and work on multiple projects.
- Full understanding of budgeting, cash flows, and financial analysis for real estate projects.
- Demonstrated skills in word processor/spreadsheet applications and associated financial systems.
- Strong verbal and written communication and organization skills.
- Gather and evaluate economic data and market information.

INTERPERSONAL SKILLS

- **Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of Musqueam and the organization.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Present to and engage with internal and external parties with a clear understanding of the range of audiences.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization; take on a mentorship role.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem



EDUCATION & EXPERIENCE

Education and/or background in urban land economics, architecture, commerce with 6 to 8 years' experience of having worked in the real estate industry in a similar role.

WORKING CONDITIONS:

- Work is performed in an office environment;
- Valid Driver's License;
- Successful Criminal Record Check

To apply, please email cover letter and resume to cthomas@musqueamcapital.ca and write "Business Analyst" on the subject line.

Applicants of Musqueam and/or Indigenous ancestry are encouraged to apply.

We thank all applicants; however, only those short-listed will be contacted.