

JOB DESCRIPTION

Senior Analyst, Investments and Asset Management



Premise Properties is a growing, entrepreneurial family-owned investment company headquartered in Downtown Vancouver, BC. Our portfolio is primarily comprised of real estate, including income-producing properties and development projects. Additional investments include operating businesses, private equity and debt.

Our team is focused on the acquisition or development, and subsequent management, of investments and businesses that generate consistently strong and growing cash flow. We focus on the long-term investment horizon and seek high quality, multi-generational assets and ventures.

We pride ourselves on having a lean, cohesive and collaborative team that is able to mobilize, make decisions and act quickly. Entrepreneurial at heart, our people are motivated, creative and versatile. As a small company, our culture is team oriented and emphasizes open communication, loyalty and collaboration.

Job Overview

We are seeking a **Senior Analyst, Investments & Asset Management** with 3-4 years of commercial real estate experience who is eager to gain a 360-degree exposure to the entire real estate lifecycle. Reporting to the Director, Investments & Asset Management, this is a unique hybrid role that blends investment analysis with the hands-on asset and property management required to execute on our business plans. The ideal candidate is a highly analytical self-starter who is keen to support investment decision-making, while also not afraid to roll up their sleeves to create value at the property level. The role is full-time in-office where you will provide support across the full spectrum of the firm's activities while benefiting from direct mentorship. Your responsibilities will be highly dynamic, shifting across investments, asset management and day-to-day property operations.

Key Responsibilities:

Investments & Underwriting

- Gather market data and conduct in-depth market and comparable properties analysis (e.g., lease/sales comps, supply/demand trends, demographic shifts) to support assumptions, negotiations and assess market trends.
- Perform cash flow analysis, sensitivity analysis, and investment return calculations, and creation of proformas.
- Assist in preparing investment proposals, sourcing, underwriting, and executing real estate transactions.
- Support the due diligence process, including financial/lease abstraction, coordinating third-party reports (e.g., environmental, property condition), and verifying operating expenses.
- Assist in the preparation of detailed investment packages, presentations, and reports for senior leadership and partners.
- Review, prepare and summarize leases, purchase and sale contracts, due diligence reports, and other legal documents.

Asset & Property Management

- Support the full property financial cycle, from annual budgeting, forecasting, variance analysis, year-end reconciliations and preparation of asset plans, and leading the assessment & tax appeal process.
- Update rent rolls, track major lease terms, and monitor property performance to support operational decision-making.
- Take ownership of key property management tasks, from coordinating routine maintenance, conducting regular site visits and walkthroughs, and managing third-party service vendor relationships, quotes, and contracts.
- Conduct market surveys to gather and analyze rents, operating costs, lease and sale comparable transactions.
- Assist with all aspects of lease administration, including updating rent rolls, summarizing leases, obtaining comparable lease data, and managing all critical tenant and property documentation.

PREMISE PROPERTIES LTD.

1701 – 1166 Alberni Street, Vancouver, BC V6E 3Z3

www.premiseproperties.com

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Senior Analyst, Investments and Asset Management



- Partner with internal teams (e.g. leasing, property management, finance & accounting, development) to model key decisions, challenge assumptions, and identify opportunities for improvement.
- Build strong collaborative relationships with internal and external stakeholders.
- Other ad-hoc general analytical and administrative support as required by the team.

Qualifications

- Bachelor's degree in Finance, Real Estate, Accounting, or a related field.
- 3 to 4 years of experience in valuations or financial analysis for real estate investments.
- General understanding of real estate financial concepts, including cap rates, cash-on-cash returns, and income-producing property valuations.
- Strong Excel skills with a keen curiosity to learn and improve.
- Knowledge of Argus Enterprise is considered an asset.
- Strong communication skills, demonstrated in written and verbal formats.
- Excellent organizational skills with the ability to manage multiple priorities and work under shifting deadlines.
- Strong relationship-building skills; enjoys working closely in a team but able to work independently.
- High level of integrity and ability to handle confidential information.
- Proficient with MS Office Software (Excel, Word, Outlook, PowerPoint).
- Willingness to roll up your sleeves and be "in the trenches" regarding every aspect of our businesses.
- Willing to work additional hours as required.
- Able to travel for site visits and property tours to meet demands of the role.

What We Offer

Joining our team means stepping into a unique and dynamic experience. You will be working with a small but supportive and passionate team and have opportunities for continuous growth and development. As a team member, you can expect:

- Broad exposure across all facets of commercial real estate.
- In a small team, your contributions are meaningful and will have direct impact on the bottom line.
- Access to high-level strategic discussions and decision-making processes.
- A tight-knit team in a collaborative and supportive environment.
- Extended dental and health care benefits.
- Office amenities & perks include an on-site gym amenity and a dog-friendly office environment.

Above all, we are looking for an individual who has a strong work ethic, is humble, has a sense of humour and genuinely cares about their colleagues and work. Individuals meeting the criteria above are encouraged to submit their resume and cover letter to vanessa@premiseproperties.com. While we thank all candidates for their interest, only those candidates selected for an interview will be contacted.

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