

April 5, 2019

**JOB TITLE**

Development Analyst

**REPORTS TO**

Director of Finance

**COMPANY**

Chard Development is an urban real estate development firm based in Vancouver, B.C. An award-winning company, we specialize in urban, mid-sized condominium and commercial projects in Metro Vancouver and Greater Victoria. Located in downtown Vancouver, the Company is constantly growing with approximately 10 projects in development or construction at any given time. In 2019, Chard has completed over 1.3 million square feet of its own signature developments.

**SUMMARY**

Chard Development is seeking a Development Analyst to support our Finance and Development Team with proforma and cash flow preparation and analysis, and market research. The successful candidate will work primarily with the Senior Development Analyst and report to the Director of Finance. The role will also provide support to the Development Team during the completion stage of residential construction, and report to the VP of Operations during this time. This position provides an excellent opportunity to be directly involved with project budgeting, cash management and corporate reporting while gaining in-depth insight into the real estate market.

**DEVELOPMENT ANALYST RESPONSIBILITIES**

- Update and maintain project proforma and cash flows to support the Finance Team with decision making and reporting;
- Provide monthly updates on actual project cash flows versus budgeted;
- Manage the project cost database and perform specific analyses for comparison and forecasting;
- Manage and update the rent roll for all operating properties;
- Analyze and extract insights from real estate market statistics and perform monthly updates;
- Assist with monthly reporting to management and investors;
- Assist with acquisitions due diligence;
- Track information from Purchase and Sale Agreements;
- Provide support to the Development Team during the completion stage of residential construction;
- Assist the Finance Team with ad hoc analyses to support key project decisions;
- Additional job tasks as required.

## **QUALIFICATIONS**

- Bachelor's degree in Commerce, Finance, Urban Land Economics or a related field;
- Work experience within the areas of development or finance would be an asset, but is not required;
- Proficient in excel. Financial modelling experience in excel is required;
- Experience with Argus Developer software is an asset but not mandatory;
- Strong research and critical thinking skills;
- Strong work ethic and the ability to perform duties in an accurate, professional and timely manner;
- Excellent written and verbal communication skills;
- Highly organized with a strong attention to detail;
- Collaborative and works well in a team setting;
- A keen interest to learn more about development, finance, construction and all facets of real estate.

Chard Development offers competitive wages and benefits, including extended health, vision and dental. If you meet the requirements and are interested, please submit your resume and cover letter to [careers@charddevelopment.com](mailto:careers@charddevelopment.com). We thank all applicants for their interest, but only those who are qualified may be contacted.