

August 2, 2022

JOB TITLE

Junior Development Analyst

REPORTS TO

Finance Manager

COMPANY

Chard Development is an award-winning real estate development firm based in Vancouver, B.C. We specialize in urban condominium, rental and commercial projects in Metro Vancouver and Greater Victoria. To date, we've completed over 1.3 million square feet of development and delivered close to 1,400 homes. Our current pipeline includes more than 2,000 homes and half a million square feet of commercial development.

SUMMARY

Chard Development is seeking a Junior Development Analyst to support our Finance Team with market research, proforma underwriting, and financial viability assessment. The successful candidate will work with the Finance Team alongside the Senior Financial Analyst and Development Analyst, while reporting to the Finance Manager. The successful candidate will also provide support to Executive Management and the Operations Team on an as-needed basis.

This position provides an excellent opportunity to be directly involved with market analytics, development modeling, acquisitions underwriting, and feasibility analysis, while gaining valuable experience across all departments within our Finance, Operations, and Development teams.

DEVELOPMENT ANALYST RESPONSIBILITIES

- Market research for multi-family residential rental and condo, commercial strata and lease, hotel, retail, and other uses.
- Drafting market reports and summarizing research to the management team.
- Proforma underwriting of prospective acquisitions.
- Creation and maintenance of market comparables and competition tracking tools.
- Commercial lease underwriting and offer comparison analysis.
- Commercial lease financial covenant review and preparation of documentation for approval from management.
- Review and tracking of municipal, provincial and federal planning documents.
- Review and tracking of project-specific legal and financial documents.
- Ability to support the Finance Manager with ad hoc tasks in a timely manner.
- Ability to complete requests from the Executive Management Team and Operations Team in a timely manner.
- Ability to coordinate with the Senior Financial Analyst and Development Analyst effectively.
- Additional job tasks as required

QUALIFICATIONS

- Minimum of Bachelor's degree in Commerce, Finance, Urban Land Economics or a related field;
- Applications with supplementary experience including case study competitions and internships considered beneficial, but not required;
- Ability to work effectively using excel is required;
- Strong research, critical thinking skills, and the ability to put on an 'analytical lens';
- 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 in the Chard vision and desire to learn and grow within the Chard team.

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. We thank all applicants for their interest, but only those who are qualified may be contacted.