



Portfolio Analyst – Low Tide Properties

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About Low Tide

Low Tide is a private real estate investment, development, and management company founded in 2011 and headquartered in Vancouver, Canada. We buy and hold office, industrial, multifamily rental and retail properties for the long-term.

We invest in the emerging neighbourhoods we know best. Our company searches for multiple properties in each neighbourhood with the intention of owning enough space to have a meaningful impact.

We immerse ourselves in the neighborhoods where we invest, and work to become part of the community.

THE OPPORTUNITY

Joining a team at Low Tide Properties focused on achieving aggressive portfolio growth while maintaining our core operating principle of improving properties for both the benefit of tenants and neighbourhoods. Work with highly regarded real estate professionals to build a varied and highly valued skill set as a someone who can work across all functions of the company as you progress. Multiple avenues for long term growth within the team. Ability to maintain a work-life balance focused on health and wellness.

THE ROLE

Reporting to the Director - Asset Management and Development, the successful candidate will provide full time analytical support to Asset Management, Development, Finance, and Acquisition initiatives. This unique role will bridge between multiple departments within the company, providing exposure to all real estate operations.

WHAT WILL YOU BE DOING?

- Track and analyze monthly property performance as it relates to KPI objectives for the portfolio;
- Complete quarterly reporting to senior management on KPI and portfolio status;
- Working with finance team, update the 5-Year Strategic Plan, Annual Operating Plan, and Investment Strategy as needed;
- Complete annual Asset Strategy Plans for all properties in the CORE portfolio;
- Assist in preparing annual budgets for all properties in the CORE portfolio;
- Help to resolve tenant related matters as they arise and provide support to leasing functions;

- Build and maintain a database of market comparables focused on competitive leasing activity and relevant investment transactions;
- Work with Development team to implement and maintain project Proformas;
- Update research and analysis on markets where the company is actively invested;
- Coordinate Due Diligence activities on new investment opportunities;
- Continue to monitor and present on best practices in the industry.

WHAT ARE WE LOOKING FOR?

- Passion for real estate;
- Bachelor's Degree in relevant area;
- Critical thinker with an aptitude in data analysis, statistics, and mathematics;
- Demonstrated analytical skills;
- An eye for efficient report and presentation design principles;
- Strong Microsoft Office skills and experience;
- Experience working with Yardi software and reporting;
- Accuracy and attention to detail is critical;
- Organized and a self-starter;
- A team-oriented approach to meeting goals and objectives;
- The ability to adapt to change in a positive way and deliver results within a given time frame;
- A willingness to admit mistakes, take ownership, and embrace them as part of the learning process.