



External Posting

We have an immediate career opportunity for...

Position Title: Real Estate Analyst (T-220-029)

Department: Real Estate Consulting

Location: Calgary, Alberta - 333 11th Avenue SW, Suite 1200, T2R 1L9

Date Position Available: Immediately

Overview:

Looking for a motivated individual who wants to explore new opportunities within the Real Estate industry in either our Calgary or Edmonton office! This is a great opportunity for a recent University or College graduate majoring in Political Science, Economics, Commerce or Legal studies. You will have an opportunity to utilize your strong research and analytical skills in the short term which will prepare you for work within and in front of a tribunal (Assessment Review Board) where you will present evidence and win cases for your clients! Strong communication and presentation skills are required to successfully succeed in the position.

Primary Objective:

Responsible for the collection, organization, review and analysis of Real Estate related assessment data, and rental information; which is to be used for property assessment and realty tax consulting services.

Regular Work Hours:

As per client requirements – flexibility, with significant time investment required during periods in the year where clients have higher demand.

Education/Professional Development/Work Experience Requirements:

- University or College Degree (preferable fields of study include: Political Science, Economics, Commerce or Law Studies), or equivalent
- Limited related work experience

Key Responsibilities Include:

- As part of the Altus team, you will be continuously developing and upgrading your level of knowledge regarding property assessment and commercial real estate
- Ensure that all required property information, related to property assessment and taxation, is obtained, organized, and entered accurately
- Conduct research and collect data from both internal databases and third party sources, with

respect to market rental data, sales transactions, comparable assessment data, and general market information

- Organize, and prepare analysis, as well as client based progress and update reports using Microsoft Office, Adobe Professional, and other appropriate software
- Assist Consultants with argument development and evidence submissions
- Prepare Calgary Assessment Review Board hearing materials for Consultant support

Teamwork & Cooperation:

- Develop internal network and relationships to facilitate information sharing
- Assist in creating, preparing and implementing best practices across the business unit
- Work cooperatively within the team dynamic for hearing preparation, including research and data management

Technical & Behavioural Competencies:

Technical:

- Proficient in Microsoft Office Suite and Adobe Professional
- Basic research, and quantitative analytical skills

Behavioural:

- Excellent communication skills – including written, oral, and interpersonal
- Proactive, and organized enough to meet tight deadlines
- Self-motivated with the ability to contribute both independently and as a team member
- Adhere to corporate policies and procedures as outlined in the current Altus Group Employee Handbook
- Accurately complete time entry and clearly outline recoverable expenses

Number Of Positions Available: 1

Date Of Posting: January 20, 2012

Enthusiastic individuals interested in applying for this position are encouraged to submit their resume and cover letter to Recruitment@altusgroup.com quoting Reference Number T-220-029 as soon as possible.