

## Land Acquisition Analyst / Sales Associate – Junior (Full Time)

### About London Pacific

London Pacific is a growing commercial real estate brokerage that specializes in land assembly and sales. Working with property owners, investors and premier developers, our brokers assemble, market and sell land suitable for redevelopment.

### The Role

We are looking for a dynamic and creative person to join our team, who will work closely with all team members while providing direct support to a Development Land Broker. This is a unique opportunity to be mentored by a Senior Broker and gain invaluable knowledge and experience.

Launch your real estate career working with the LP team.

### Job Description

- Provide administrative support in daily operations including internal / external communication and the scheduling / maintenance of critical dates
- Organize and maintain digital and hard copy deal files
- Work closely with corporate administration on deposits and conveyance
- Draft and edit formal business contracts, agreements, amendments and letters to clients
- Perform Preliminary research for potential land sales, acquisitions and development opportunities
- Catalogue sites within neighbourhood plans
- Qualify site opportunities by making initial contact with property owners (cold call / door knocking)
- Create accurate pro-formas for development sites and land acquisitions
- Provide comparative market analysis for developments under construction
- Coordinate site specific marketing materials with in-house marketing dept.
- Work closely with developers and present upcoming potential development sites
- Facilitate communications between developers and landowners

### Required Qualifications and Skills

- Degree or Diploma in either Real Estate Marketing, Urban Land or Financial Management
- Real Estate Trading Services License
- High proficiency Microsoft Office: Microsoft Word, Excel, Outlook, Power Point
- Organizational, time management, and high attention to detail and accuracy mandatory
- Excellent written and verbal communication skills required
- A dynamic team player; flexible to changes in job nature when required

Please email your **cover letter** and **resume** to attention Erin Williams [erin@londonpacific.ca](mailto:erin@londonpacific.ca). We thank all applicants for their interest, however, only those identified for further consideration will be contacted.