

Junior Associate (Full Time) for Ben Williams, Executive Vice President

About London Pacific

London Pacific is a boutique commercial real estate brokerage that specializes in development land and investment properties. Working with property owners, investors and premier developers, our core services include Land Assembly, Strata Wind Up, Multi-family, Investment Property Acquisition and Project Sales. Our brokers lead Metro Vancouver in redefining commercial real estate.

The Role

Our firm is growing and represents a vibrant and exciting environment to commence and foster a successful career in commercial real estate. Our industry is highly competitive, and we are seeking dynamic, driven and creative people to join our brokerage team. As a Junior Associate, the successful applicant will gain experience working with all team members and departments while providing exclusive support to Ben Williams, Executive Vice President. This is a one-of-a-kind opportunity to gain direct mentorship from a leader in our industry.

Job Description

- Perform Preliminary research re: viable land 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 development pro-formas
- Provide comparative market analysis for developments under construction
- Coordinate site specific marketing materials with in-house marketing dept.
- Shadow Senior brokers on presentations and networking opportunities with Developer Groups
- Facilitate communications between developers and landowners
- Draft and edit formal business contracts, agreements, amendments, and letters to clients
- Provide administrative support in daily operations including internal / external communication, document management, data management, scheduling of critical dates
- Manage data entry and compliance with back-office system "Brokermint"
- Work closely with corporate administration on deposits and conveyance

Qualifications and Skills

- Degree or Diploma in either Real Estate Marketing, Urban Land or Financial Management
- High attention to Detail and Accuracy mandatory
- Drivers License and car required
- Efficient in managing workload with firm deadlines
- High proficiency Microsoft Word and Excel
- Excellent written and verbal communication skills required
- Driven by sales, competent with public speaking, cold calling, door knocking
- Work well independently – take initiative, think outside the box
- Mature personality who is punctual, responsible, and reliable

Desirable Additional Skills

- Proficiency in Adobe Professional
- Basic understanding of industry marketing
- Speaks a Second Language
- Experience and/or desire to work in the Real Estate Industry

Required

- All candidates must either be in the process of obtaining or have their Real Estate Trading Service License