

Development Analyst - Real Estate Development

Why Work Here? – An opportunity to work with a leading edge mixed-use and placemaking real estate development company and to get heavily involved in some of the most influential projects in our industry. If creating places is in your DNA – this is the place to be...At the Spanier Group, we are active and positive participants – not observers.

Employment Type – Full Time (working from home with occasional in-person meetings where required – candidate located in the GTA is preferable).

Experience – Undergraduate degree. 1-2 years of work experience in a related field is advantageous.

Compensation – Base salary range (\$40,000 to \$50,000) commensurate with experience, plus an annual bonus, and a health spending account.

The Spanier Group Looking for a highly motivated and well-organized person who has:

1. **A good eye for design** – Knowledge of Adobe InDesign, Illustrator to focus on material preparation (presentations, reports, marketing tools).
2. **Research skills** – the ability to research and analyze and synthesize materials.
3. **Effective written communication** – effective report and memo writing skills and the ability to present your opinion through writing.
4. **Business Operations Capabilities** – Maintaining the day-to-day operations of a business, including invoicing, expense tracking, data entry, and document filing – being highly organized needs to be part of your DNA.
5. **Passion** – A keen understanding that being passionate about what you do is the key to long-term success in business, and in life. We are looking for people who genuinely care.

The right candidate will have the opportunity be involved in extremely high profile mixed-use real estate development projects across the Greater Toronto Area in Canada, as well as in the United States. You will gain experience guiding these developments from the conceptualization phase all the way through to the development stage. Moreover, you will attend key meetings, industry functions, and participate in front-facing client, business, and community engagements.

The right candidate must have a '**can do**' attitude, be a '**self-starter**' and is someone who is interested in **learning on the job**. Attitude over experience coupled with the right base skill set will be the deciding factor for this role. Mixed-use development and Placemaking is an emerging sector. At the Spanier Group, we will teach you how to become a leader in this sector and how become an advocate for both yourself and for quality place-based development.

Key Responsibilities:

- Day to day project and client management;
- Research and analysis;
- Presentation preparation and delivery;
- Report writing + summary notes;
- Filing, Invoicing + Office management;
- Getting actively involved in our industry;
- Supporting corporate marketing Initiatives.

About The Spanier Group:

Spanier Group provides real estate development and advisory services dedicated to the creation of vibrant next-generation destinations. With over 20 years of experience in strategic mixed-use development and placemaking around the world, Spanier Group specializes in leading iconic large-scale projects and supporting multi-disciplinary teams to ensure the successful creation of thriving places and communities. The company has several other emerging business lines that are in need of support that relate to real estate but touch on hospitality, technology, transaction and innovation.

Applications including a CV, Cover Letter, and any additional supporting material you wish to share should be made to info@spaniergroup.com – only those candidates that are considered shall be contacted. Regardless, you are great (remember that), and we thank you for considering this opportunity.

For more information please check out www.spaniergroup.com