

About Canada ICI

Canada ICI was founded in Edmonton over 25 years ago, with the vision of becoming Canada's leading commercial real estate financing firm. Bringing together legendary combinations of borrowers and lenders to finance many of Canada's most iconic commercial developments, the team across Canada uses deep experience, analytics, creativity and perseverance to get deals done!

Why work with us?

Have you ever looked at a new or existing commercial building, like a condominium, an office tower or a shopping mall, and wondered where the funding comes from to make those projects happen?

We may work with large sums of money, but we aren't a bank! We provide unlimited potential to develop your analytical skill set in the evaluation of every possible commercial real estate transaction that exists. You will collaborate directly with a wide variety of stakeholders to ensure you are helping the team provide the industries' best financial services offering.

Do you love a challenge? Do you want to be a part of something much bigger than yourself, with the opportunity to take your career wherever you'd like? Our company includes a dynamic team of talented financial analysts immersed in the transactions that drive our markets. Our environment is fast-paced, innovative and highly collaborative- but we know we can always be improving; which is why we want to talk to you!

Our Culture

We are focused on providing best-in-class service. Period.

We perform our work with integrity, accuracy and push for excellence in everything that we do. Accountability is a core value since our inception. We recognize the importance and the benefits of a great workplace where we are free to express ourselves, with the opportunity to be heard and contribute. We rely on our employees to innovate and contribute to refining all of our business processes.

While you will work in a fast-paced, innovative and collaborative environment, having fun is another core value at Canada ICI. We are committed to our workplace environment through various social events and team excursions which enables us to achieve more together than we can individually.

If you work well on a team, can commit to working hard, and want a position in the center of market activity, Canada ICI would like to speak with you.

We currently have a full-time, permanent position for a:

Mortgage Analyst

Located in the Mission neighborhood and reporting to the Managing Partner, you will work with the Mortgage Origination team to underwrite and analyze commercial mortgage investments and assist in facilitating the funding and ongoing management of the loan.

This is a position that works in a team-based environment focusing on delivering high quality market analysis and financial reporting. This position will expose the analyst to a wide variety of commercial real estate transactions and provide an industry leading exposure to commercial real estate underwriting fundamentals.

Responsibilities

- Work with our mortgage professionals to underwrite and analyze commercial mortgage investments.
- Evaluate the quality of the mortgage investment through analysis of operating statements, rent rolls, financial statements, market data, third party engineering reports, and appraisals.
- Preparation of proformas, cash flow models, and project specific underwriting.
- Obtain and share market data to entire origination group (market reports from brokerages, CMHC Data, Cost Consultants reports etc.).
- Maintain database of market data (ie.comparables for lease rates, vacancy rates, construction costs, etc.) and share with origination group.
- Review and summarize all third-party reports (appraisals, BCA's, Environmental, etc.).
- Organize and manage all project related documentation, information, and folders.
- Assist Mortgage Origination team in structuring mortgage opportunities based on the investment criteria of over 100 sources of mortgage capital available to Canada ICI.
- Completion of an institutional quality Mortgage Investment Brochure.
- Preparation of commitment letters for review by the Mortgage Origination team, Lender and the Lender's solicitor.
- Working with the Mortgage Origination team to manage and coordinate the funding process.
- Liaising between Borrowers and Lenders to process the closing of the deal.
- Ensure all written and electronic documentation meets compliance requirements, while maintaining highly organized and current data files for all client sales folders.
- Establish relationships with third party report providers (appraisers, engineers, cost consultants).

Qualifications

- Bachelor of Commerce Degree (Major in Finance, Economics or Math); or MBA.
- 1-2 years of experience in the Commercial Real Estate Industry is preferred
- Strong understanding of basic finance modeling, including rates of return, IRR, NPV, and cash flow modeling.
- Excellent financial analysis research and underwriting skills.
- Clear understanding of cash flow statements, preparation and analysis.
- High attention to detail.
- Ability to multi-task and work in a fast-paced environment.
- Strong interpersonal and communication skills.
- Expert level of knowledge in Excel required to include formulas, pivot tables, charting, etc.
- Past teamwork, and team player focus and experience required.
- Knowledge of Real Estate or Finance Industry an asset.
- Adobe InDesign software experience valuable but not necessary.

All applicants can e-mail jobs@canadaici.ca to apply with their cover letter and resume

While we thank all applicants for their interest, only those individuals selected for an interview will be contacted.