



<b>POSITION PROFILE</b>	
<b>Position Title</b>	Analyst
<b>Team</b>	DREAM
<b>Position Location</b>	Toronto, ON
<b>Reports to</b>	Manager, Research & Analysis
<b>Date</b>	December 2011
<b>ABOUT US – DUNDEE REAL ESTATE ASSET MANAGEMENT</b>	
<p>Dundee is an exceptionally dynamic and entrepreneurial organization. We seek out the best in everything we do. Our team is knowledgeable, diligent and dedicated and we share a real passion for our business and the desire to excel. Dundee is grounded in core organizational values including integrity, respect, fairness, transparency and accountability.</p> <p>Our employees are our greatest asset and we are committed to providing a dynamic and rewarding environment in which our employees can thrive, including: promoting teamwork, communication, creativity and productivity; rewarding employees with professional and personal growth; encouraging continuous learning opportunities; providing competitive recognition and rewards programs; and, supporting a culture that values and respects employees and their ideas.</p>	
<b>ROLE</b>	
<p>Dundee is looking to hire an entry-level <b>Analyst</b> with 1(one) to 3 (three) years of experience. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Member of Research &amp; Analysis team involved in portfolio analysis, asset management, development, and other investment and portfolio initiatives for Dundee REIT, Dundee Realty Corporation, Dundee International REIT and other DREAM clients</li> <li>• Create and maintain financial models using Argus and Excel software for asset management, IFRS, and various variance analysis</li> <li>• Assist in the development and enhancement of pro forma modeling tools and templates</li> <li>• Participate in leasing update meetings, track leasing activities, and conduct real estate market research</li> <li>• Review and summarize leases and legal documents and able to understand key terms in legal documents</li> <li>• Assist in preparing presentation and reports for management</li> <li>• Work closely with the team on various group initiatives and special projects</li> <li>• Act as an information resource to all levels of the organization</li> <li>• Create and organize databases on an as-needed basis</li> <li>• Assist in creating and organizing virtual binders for project assignments</li> </ul>	
<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>• <b>Strong people skills. A team player.</b> A proven ability to build and maintain relationships at all levels of the organization.</li> <li>• <b>Leadership.</b> This person enjoys leading by example. Using a “can-do” attitude that will positively influence the team.</li> <li>• <b>Strong communication skills.</b> Written and verbal.</li> <li>• <b>Solid analytical strengths.</b> A disciplined and knowledge based approach to decision-making, reasoning, and rational thought. Understand financial modeling and ability to assess impact on changes.</li> <li>• <b>Some legal background.</b> Ability to understand basics of real estate law and legal documentation, identify opportunities and concerns within lease documents and contracts.</li> <li>• <b>Multi-tasker/hard worker.</b> Ability to prioritize and juggle several projects at once, and quick to adapt.</li> <li>• <b>Deliver on commitments. Ability to set clear and deliverable goals.</b> Demonstrates resilience, passion and commitment.</li> <li>• <b>Willingness to Learn.</b> This person is enthusiastic and willing to do whatever it takes to get the job done.</li> </ul>	
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• 1 – 3 years applicable work experience</li> <li>• University degree or equivalent experience; with a background in business, economics, math, statistics, or computer science.</li> <li>• Experience in developing pro forma cash flow projections; exposure or experience in real estate is an asset.</li> <li>• Strong Computer skills and in particular enhanced Excel abilities; experience in writing macros would be an asset.</li> <li>• Comfortable with models and impact and implications of change.</li> </ul>	