Invites applications for the following position(s):

COMPETITION NUMBER: 331
Administrative and Professional Staff (APSA)
Continuing Position
REAL ESTATE OFFICER, GRADE 9
REAL ESTATE SERVICES
POSITION NUMBER: 121739
REPOST

(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
The Real Estate Officer acts on behalf of the University in the acquisition, sale, and leasing of the University's real properties. The Real Estate Officer determines real property needs; negotiates and manages real estate related contracts and agreements on behalf of the University; monitors compliance; and supports University planning by analyzing property transactions.

QUALIFICATIONS:
- Bachelor's degree in Business Administration or Commerce and two years of related experience in real estate negotiation and commercial property management, budgeting and financial analysis, or an equivalent combination of education, training, and experience.
- Excellent knowledge of real estate and commercial property management in the local market.
- Excellent financial management skills with the ability to research and prepare financial reports, forecasts, and business cases.
- Excellent communication (oral and written), interpersonal and client service skills with the ability to build relationships and maintain rapport with stakeholders.
- Good project management and planning skills.
- Excellent research, analytical, and reporting skills.
- Excellent problem-solving, negotiation and conflict resolution skills.
- Proficient in the use of standard office applications and lease management software (e.g., Word, Excel, PowerPoint, AMT Direct).
- Ability to arrange suitable transportation to various work locations.

SALARY RANGE: $63,531 to $75,864 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #331 must be received in our office by 4:30 pm on October 4, 2017, addressed to the attention of Bela Barros, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings