Invites applications for the following position(s):

COMPETITION NUMBER: 590
Administrative and Professional Staff (APSA)
Temporary Position
REAL ESTATE ANALYST, GRADE 6
FACILITIES SERVICES – REAL ESTATE SERVICES
POSITION NUMBER: 118399

POSITION OUTLINE:
Reporting to the Manager, Real Estate Services, the Real Estate Analyst conducts research; analyzes, and synthesizes data; and prepares reports on all property and real estate transactions in Facilities Services to support planning. The Real Estate Analyst reviews documentation on contracts, leases, and agreements and ensures real estate information stored in databases is accurate and complete. The incumbent responds to internal and external requests for information while administering property and antenna licenses and leases and revenues. The Real Estate Analyst liaises with internal and external Real Estate stakeholders and legal representatives as required. Please note: This is a part-time position working 32 to 40 hours bi-weekly. Posted salary is based on 40 hours bi-weekly.

QUALIFICATIONS:
- Undergraduate degree in business administration, or a related discipline, with one year of related experience, including experience in data analysis and reporting, or an equivalent combination of education, training, and experience.
- Good knowledge of research methodology, data analysis, and reporting.
- Good knowledge of real estate related transactions (e.g., contracts, leases, licenses, etc.).
- Good knowledge of legal terminology relating to real estate transactions and documentation.
- Excellent research, data analysis, report writing, and presentation skills.
- Excellent interpersonal and communication skills (oral, and written).
- Ability to exercise tact and diplomacy and to perform duties in a professional manner.
- Ability to exercise sound judgment and discretion when responding to requests for data and information.
- Proficient in the use of word processing, database, desktop publishing, and spreadsheet applications (including pivot tables).

SALARY RANGE: $28,330 to $33,831 per annum
START DATE: ASAP
POSITION END DATE: March 30, 2018

A detailed resume and cover letter quoting Competition #590 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