Graham Group (“Graham”) is a growing, dynamic and innovative construction solutions provider with a history of success dating back to 1926. As an employee-owned company, you will be able to capitalize on our collective success by becoming an owner yourself. You will also be able to take advantage of professional development, learning and growth opportunities, while working on exciting, leading-edge projects.

Graham ranks among Canada’s largest construction companies, is a Platinum Member of Canada’s 50 Best Managed Companies and is seeking top tier talent to further strengthen our capabilities. We provide a collaborative and caring culture and the necessary tools and support for you to succeed, both personally and professionally. If you’re eager to work on innovative projects, be part of a great team and become an employee-owner, Graham is the place for you.

As a member of Graham’s Development & Investment division you will actively manage and support real estate development projects undertaken by Gracorp Properties Ltd. (“**Gracorp**”), a wholly owned subsidiary of Graham.

Gracorp is a merchant-style, private market real estate developer with offices in Vancouver, Calgary and Seattle. Spanning office, commercial, industrial and multi-family residential developments, Gracorp partners with a variety of landowners, developers and investment firms to deliver real estate investment opportunities to the marketplace. Gracorp is currently involved in developing ten projects in Canada and the Pacific Northwest in the United States, totaling over $1.1 billion.

**The Position:**

Reporting to the Managing Director, British Columbia, the Acquisitions Analyst is responsible for supporting Gracorp’s real estate development team in the assessment of new projects and the management of existing developments. Key responsibilities include financial analysis, market research for development opportunities, ongoing financial monitoring of existing projects, sale analysis, and valuation support for financial reporting.

**Responsibilities:**

**Development Planning and Acquisition**

* Assist with the financial front-end analysis of a project prior to acquisition.
* Conduct research and due diligence to assist with new acquisition opportunities.
* Understand market restrictions (land, zoning, etc.) and opportunities for analysis.
* Determine appropriate acquisition steps to lead to best possible results.

**Financial Analysis**

Create and utilize financial models to provide forecasting, planning, and budgeting data.

* Monitor and review financial models, cashflows, calculations and outputs for project budgets and equity IRR analysis.
* Modify and manipulate the variables of such financial models for forecasting.
* Improve processes to enhance efficiency, accuracy, and financial analysis capabilities.

**Stakeholder/Industry Relationships**

* Support the management and establishment of internal and external relationships, including public and private sector clients, venture partners, brokers, landowners, and financing partners.
* Participate in industry, client, and community relations to enhance and promote Gracorp.

**Key Success Factors and Capabilities**

* Display leadership in ethical standards and integrity.
* Demonstrate a results-oriented business approach and excellent problem-solving skills.
* Display drive and resilience, remaining effective when experiencing change.
* Communicate accurately, efficiently, and consistently both in writing and verbally.
* Prepare and present accurate and high-quality presentations.
* Seek out relevant updates for pro-forma development and investment property valuations.

***To be successful at Gracorp, you will have the following qualifications and experience:***

* Post-secondary degree in Real Estate, Finance or Economics concentration.
* 1-3 years of experience or equivalent education in real estate development.
* Experience in creating and working with financial models or equivalent education.
* Proven track record of superior analytical, research, and presentation skills.
* Intermediate to advanced skills in Microsoft Excel.

***Compensation and Benefits:***

* Competitive salary with annual bonus potential
* Comprehensive benefits package including dental, optical and medical and a company matched pension plan.
* Ownership and long-term equity opportunities

***What We Can Offer You:***

* Strong commitment to safety in the workplace
* A grounded and family-oriented workplace in a progressive environment that is at the forefront of a fast-evolving business sector
* Commitment to the training and wealth of opportunities for career development across job categories, project types and locations around North America

Gracorp is an Equal Opportunity Employer, and employment selection decisions are based on merit, qualifications, and abilities. Gracorp does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.

**We're Building careers, not filling jobs.**

View available job opportunities and submit your application online at www.graham.ca/careers  
Applications will only be accepted as online submissions through the Graham website.  
***Please, no unsolicited resumes or phone inquiries from agencies, thank you.***

**Graham Management Services LP**  
10840 27th Street SE  
Calgary, AB T2Z 3R6  
Fax: 403.570.5130

**Reference**

Real Estate Acquisitions Analyst, 2020, https://ca.indeed.com/viewjob?jk=4d8cbf4957117265&tk=1ep9n2ns4o21e801

Barton Lui

6789 Hundson Street,

Vancouver, BC V6P4K3

December 11, 2020

Phone: 604-715-5568

Email: [Bartonlui.ca@gmail.com](mailto:Bartonlui.ca@gmail.com)

**Graham Management Services LP**

10840 27th Street SE

Calgary, AB T2Z 3R6

Dear Hiring Manager,

I am submitting an application for the Real Estate Acquisitions Analyst position you advertised on Indeed on November 13th.

I have obtained a Diploma of Urban Lands and Economics from UBC with a concentration in Real Estate Development option and I am currently a Bachelor of Business in Real Estate (BBRE) candidate at Sauder School of Business at UBC. My graduation date is set to be May 2021. During school, I have learnt about Real Estate Investment analysis include other areas such as economics, real estate finance and real estate development. I have learnt how to use the financial analysis tools such as IRR and NPV discounted cash flow method to analyze return on equity. Aside from school, I am a licenced Realtor and real estate assistant at Oakwyne Realty. Working there has taught me how to be driven and resilient and I have an learn how to communicate information accurately and precisely both in writing and verbally in order to help the team completing sales.

Both personally and professionally, I am constantly searching for opportunities to grow and challenge myself and I think that I could be a valuable asset to Gracorp’s real estate development team.

I look forward to discussing my qualifications further and can be reached by email at [bartonlui.ca@gmail.com](mailto:bartonlui.ca@gmail.com) or by phone at 604-715-5568

Thank you very much for your time.

Best,

Barton Lui

Enclosures: Resume





From: Barton Lui ([bartonlui.ca@gmail.com](mailto:bartonlui.ca@gmail.com))

To: Calvin Cheng ([calvincheng@shwm.com](mailto:calvincheng@shwm.com))

Date: Dec 11th, 2020

Subject: Request for Reference- Barton Lui

Dear Calvin,

I hope this email finds you well. I had a great time working with you as a team member of the North Vancouver Marine Drive store. I am reaching out to kindly ask for a reference for a new position I am applying for. You have so much credibility within the real estate industry that I thought you would be a perfect person to act as a reference.

I am applying for an analyst position with Graham Management Services LP and I was hoping you would consider writing a letter of recommendation on my behalf. During the time working with you, you have led the store to become one of the best performing stores in Metro Vancouver and your willingness to mentor me and teach me the financial aspect of business have really inspired me. I wish to work in the real estate development industry and I hope that you could attest to my passion.

Thank you very much for your time and help. If you have any further questions you may have, please feel free to contact me at [bartonlui.ca@gmail.com](mailto:bartonlui.ca@gmail.com) or call me at 604-715-5568.

Sincerely,

Barton Lui

From: Barton Lui ([bartonlui.ca@gmail.com](mailto:bartonlui.ca@gmail.com))

To:Shelly Smee ([ssmee@oakwyn.com](mailto:ssmee@oakwyn.com))

Date: Dec 11th, 2020

Subject: Request for Reference- Barton Lui

Dear Shelly,

I hope this email finds you well. I had a great time working with you at Oakwyn Realty Downtown Ltd. I am reaching out to kindly ask for a reference for a new position I am applying for. You have so much credibility within the real estate industry that I thought you would be a perfect person to act as a reference.

I am applying for an analyst position with Graham Management Services LP and I was hoping you would consider writing a letter of recommendation on my behalf. During the time working with you, you have mentored me and taught me many things about how to become a successful realtor. I wish to work in the real estate development industry and I hope that you could attest to my passion.

Thank you very much for your time and help. If you have any further questions you may have, please feel free to contact me at [bartonlui.ca@gmail.com](mailto:bartonlui.ca@gmail.com) or call me at 604-715-5568.

Sincerely,

Barton Lui

From: Barton Lui ([bartonlui.ca@gmail.com](mailto:bartonlui.ca@gmail.com))

To:Eric Grant ([Egrant@oakwyn.com](mailto:Egrant@oakwyn.com))

Date: Dec 11th, 2020

Subject: Request for Reference- Barton Lui

Dear Eric,

I hope this email finds you well. I had a great time working with you at Oakwyn Realty Downtown Ltd. I am reaching out to kindly ask for a reference for a new position I am applying for. You have so much credibility within the real estate industry that I thought you would be a perfect person to act as a reference.

I am applying for an analyst position with Graham Management Services LP and I was hoping you would consider writing a letter of recommendation on my behalf. During the time working with you, you have mentored me and taught me many things about how to become a successful realtor. I wish to work in the real estate development industry and I hope that you could attest to my passion.

Thank you very much for your time and help. If you have any further questions you may have, please feel free to contact me at [bartonlui.ca@gmail.com](mailto:bartonlui.ca@gmail.com) or call me at 604-715-5568.

Sincerely,

Barton Lui