

About Frontline Real Estate Services Ltd.

Frontline Real Estate Services is a leading provider of commercial real estate broker and marketing services in the Fraser Valley.

At Frontline we believe that real estate brokerage can be done better, and we want to change the game. Frontline has developed a sophisticated marketing and prospecting platform that combines the best of traditional brokerage methods with new technologies. By working as one cohesive team we are building a unique company, a Small Giant. Small Giants put aside ego and the pressure to grow at all costs. We value deep local connections and personal customer service. At Frontline, we provide the most supportive and innovative platform for our brokers and staff to be Small Giants in their roles.

The Role: Analyst

This position is an opportunity to let your inner nerd flourish while working closely with an extremely high-performance, young team of brokers. Analyze new investment and development opportunities, dig up new leads, learn constantly and run hard with a small team that shares the passion for information and generously rewards high-performers. The learning curve will be steep and the hours can be long but the support is incredible and there is lots of opportunity.

After mastering the analyst role, and building a deep understanding of your core markets, the ideal candidate will be given the opportunity to grow into an all-star broker, coached by two of the top land brokers in the business. The opportunity is endless and is only limited by your work ethic and ability.

What you will be doing:

Analysis & Research

- Analyze properties for value, development potential, etc.
- Develop a deep understanding of the various end product types (ie. townhouse, condo, etc.)
- Assist in maintaining mapping system
- Write listing proposals
- Research and prepare market information for the team
- Provide market information to support marketing initiatives

Prospecting

- Assist in developing quarterly prospecting strategy, which can include:
 - Researching neighbourhoods for potential opportunities
 - Cold calling, door knocking potential opportunities
- Build and maintain inventory system of opportunities
- Manage active prospects via Salesforce

Sales

- Work on deals associated with listings and deals sourced through prospecting or as directed
- Manage listings through the sale process
- Service listing clients with excellent customer service, monthly marketing activity reports, etc.

Networking

- Attend industry events
- Proactively meet with industry stakeholders (land owners, residents, city staff, consultants, developers, investors, etc.)

Things you need to have:

- Drive, discipline, tenacity, and a strong will to succeed
- Positive attitude and an appetite to learn
- Self-motivation and an entrepreneurial streak
- At least 2 years' experience in a business/corporate environment
- Excellent communication skills (both written and verbal)
- Completion of post-secondary education, preferably in real estate, business, Investment banking, accounting or finance
- Excellent computer skills
- Excellent organizational skills
- Exceptional attention to detail and accuracy
- Ability to write reports and business correspondence
- Ability to read, analyze and interpret financial reports and legal documents

For more information or to apply for this opportunity, please email your resume and cover letter to contact@FLRE.ca.