



Intern Analyst, Retail Asset Management Job Description

Why join us?

The Retail Asset Management team is looking to find a highly motivated individual to join their team in Toronto.

In this role, you will be a key member of an engaged, high-reaching team—part of a world-class, winning culture that prioritizes people development and focuses on long-term growth. We take great pride in leading the industry by earning respect through every interaction, every day. We go above and beyond to protect and grow relationships by anticipating needs, being honest and considerate, and valuing customers as genuine partners.

Oxford is looking for an Intern Analyst to join our Retail Asset Management team in Toronto, Canada. This position supports the retail leasing and operating teams in a collaborative effort to focus on driving asset values and investment returns. The Retail Asset Management group is principally responsible for maximizing returns and asset values, managing co-ownership relationships, developing asset management plans for each retail asset, and collaborating with key internal stakeholders including Development and Investments to drive asset values. The Intern Analyst will be an integral member of a lean team and be primarily responsible for a wide range of ad-hoc tasks and special projects. He/ she will gain exposure to all facets of the retail asset management business including leasing, operations, research, marketing and development.

Responsibilities as a member of this team include:

- Participate in process improvement initiatives related to monthly / quarterly reporting and creation of data analytics dashboards
- Provide support on various ad-hoc tasks including but not limited to major leasing and capital investment decisions, tenant financial performance summaries, drawing insights from historical and budgeted property-level financials etc.
- Assist the Asset Management team in the monitoring of operating and leasing targets as part of the annual budget process
- Work closely with the Analyst(s) in analyzing and identifying budget variances on a monthly and quarterly basis
- Participate in meetings with Leasing and Property teams to expand knowledge of real estate asset management and the retail sector
- Keep current with market trends and update / create market reports and research for internal use
- Assume leadership in any assigned special projects aimed at improving the overall asset management capabilities of our team in supporting leasing, operations and research

To succeed in this role:

- Thrive in organizations that constantly evolve and adapt
- Driven to achieving results and continuously striving to deliver the highest performance through creative thinking;



- Working towards completion of an undergraduate or post-graduate degree (preferably with a targeted graduation date in 2022) with a concentration in Commerce, Finance, Real Estate, Urban Planning, or Engineering;
- Prior internship experience in real estate (asset management, leasing, appraisal, investments or development) considered an asset;
- Proficient in Microsoft Excel and PowerPoint, knowledge of ARGUS Enterprise considered an asset;
- Self-motivated individual with a strong work ethic and a high level of attention to detail;
- Demonstrate an eagerness to learn and respond well to constructive feedback;
- Strong leadership, interpersonal, verbal and written communication, problem solving and project management skills;
- Ability to work well under pressure with multiple competing deadlines; and
- Have a flexible attitude towards a variety of work tasks as is required in a small working group