



**RE: Consultant/Senior Consultant**

We have an immediate career opportunity for...

**Position Title:** Consultant/Senior Consultant

**Reference Number:** 10J-T255-10

**Department:** Tax

**Location:** Regina – 311 Albert Street **OR** Saskatoon - 2103 Airport Drive, Suite 109A  
Please note the Regina location is preferred

**Primary Objective:**

Provide a variety of property assessment and tax consulting services for all types of projects to new and existing clients with very limited review. Assist Directors and Sr. Directors with more complex projects. Partner with other business units to explore synergy opportunities

**Date Position Available:** Immediately

**Key Responsibilities:**

- Client service delivery:
  - Provide a full range of property assessment and tax consulting services to new and existing clients with very limited review
  - Attend Assessment Tribunals to give expert evidence required
  - Continuously upgrade knowledge regarding market and industry trends, property assessment and taxation practices and procedures and legislation
  - Manage client relationships in a manner that leads to contract renewal, referrals and service expansion including up-sells and cross-sells
  - Maintain ongoing client communication and resolve any issues. Escalate issues to next level of management as appropriate
  - Ensure data collected as part of ongoing assignments is entered accurately into the Company database in a timely fashion
  - Work to develop strategies to effectively manage client relationships and to explore additional opportunities for all Altus business units
  - Prepare and deliver high impact client presentations and well reasoned comprehensive

- property report with recommendations
- Conduct regular follow-up meetings debriefs with clients to ensure high levels of satisfaction and to identify areas for continuous improvement as well as additional services required
- Administration:
  - Accurately complete time sheets on a daily basis ensuring billable time and recoverable expenses are clearly outlined
  - Develop and implement initiatives for continuous process improvement to increase efficiency and effectiveness
- Teamwork and cooperation:
  - Work cooperatively with team members across the organization
  - Coach, train and mentor Sr. Analysts and Analysts by transferring skill and knowledge
  - Develop internal network and relationships to facilitate information sharing, cross selling and expansion of service offerings to clients
  - Actively engage external market participants
- Business development
  - Proactively inform the Directors and Sr. Directors of any potential new assignments or marketing leads
  - Actively participate in the Business Units marketing initiatives as those are developed from time to time

### **Regular Work Hours:**

- As per client, corporate and legislative requirements – flexibility required with significant time investment during periods of heavy demand
- Overnight travel within Canada as required by project
- Attend marketing and professional development events as required

### **Technical & Behavioral Competencies:**

#### **Technical**

- Good skills in assessment valuation modeling in Excel and other software programs as appropriate
- Very good research, quantitative and analytical skills
- Proficiency in Microsoft Office Suite
- Very good writing skills in order to create comprehensive correspondence property assessment and taxation consulting reports
- Good knowledge / expertise in property assessment valuation & advisory
- Good understanding of the legislative rules for the determination of property assessments and taxes
- Display evidence of business acumen

- Ability to teach others how to use the latest technology
- Developing Expert Witness skills
- Familiarity with standard lease clauses and terminology

### **Behavioral**

- Ability to work in a team and independently
- Takes initiative and resourceful
- Very Good communication skills – interpersonal, written & oral presentation
- Ability to multi task and meet tight deadlines
- Self-motivated with high degree of integrity, honesty and ethics
- Ability to coach, mentor and train Analysts and Sr. Analysts.
- Build and maintain strong business relationships with External Market Participants.
- Focused on delivering high levels of quality with respect to work and services to clients (Internal and external)
- Adhere to corporate policies and procedures as outlined in the current Altus Group Employee Handbook
- Developing skills in project management, Planning and organization
- Willingness to take on responsibility and accountability for delivery of client services including compliance with legislative requirements

### **Education/Professional Development/Work Experience Requirements:**

- Appropriate designation with the Institute of Municipal Assessors, a Provincial Assessment Association, the Appraisal Institute of Canada or a similar recognized real estate association.
- University Degree or College Diploma
- Two plus years of related experience in commercial real estate advisory services
- Good knowledge of the Property Assessment valuation practices

**Number Of Positions Available:** 1

### **Interested? Know Someone?**

Enthusiastic individuals interested in applying for this position are encouraged to submit their resume and cover letter to [HRCanada@altusgroup.com](mailto:HRCanada@altusgroup.com) quoting Reference Number, 10J-T256 as soon as possible.

**Date Of Posting:** July 23, 2010

**Application Deadline:** Open until filled.