



## External Posting

We have an immediate career opportunity for...

**Date Of Posting:** December 01, 2011

**Position Title:** Manager, Business Development (Bilingual English and French)

**Reference Number:** T-340-022

**Department:** Tax

**Location:** Ottawa, Ontario

Looking for a motivated bilingual individual who wants to explore new opportunities within the Real Estate industry in our Ottawa office! This is a great opportunity for a University or College graduate majoring in Business, Real Estate or Finance studies. Your proven sales track record and experience within a professional services environment will provide you with an opportunity to utilize your strong research, communication and presentation skills.

**Primary Objective:**

Grow Altus's Property Tax Services Client base by bringing in new clients and growing relationships with existing ones (adding additional properties, referrals, etc.)

**Secondary Objective:**

Research and create a database of Prospects (potential clients)

**Date Position Available:** ASAP

**Key Responsibilities:**

- Initial research of new business opportunities for the Business Development Team using the following procedures:
  - Mine Assessment Roll for large assessment increases, class changes, lack of representation, etc.;
  - Drive-bys – research newly constructed facilities;
  - Cross-reference other BU client lists as appropriate
  - Review Real Track for sales activities;
  - Review leads, referrals and specific issues referred by consultants;
  - Review Eco Development and Chamber of Commerce websites and newspapers for new construction/developments;

- Other new sources as appropriate (newspapers in appropriate municipalities)
- Data entry of Prospective Client information into SharePoint; on a regular basis (daily or weekly)
- Prospective client retention procedure:
  - Full review of prospective client
  - Complete research by reviewing prospective clients entire portfolio of properties;
  - Cold Call/Email prospective clients and follow up as required;
  - Attend Meetings and/or Conference Calls with the prospective clients;
  - Create Agreements, Letters of Authorizations, Lists of Properties and any other required documents for prospective client meeting;
  - Bring in signed Agreements and required documents (tax bills, assessment notices, etc.) and create an Opportunity Memo with all pertinent details (such as: client representative name, company information, fee structure, etc.) for Senior Analyst to insert in Altus Tools
- Review existing Altus Property Tax clients to grow client portfolios;
- Act as the Client Liaison on large portfolio clients to ensure client satisfaction and smooth workflow between the Altus Offices and the Client; (e.g. National Clients, single, part-time or contingency)
- Attend networking functions to remain conversant with current business and market trends; on a quarterly basis
- Assist team with RFP process as required
- Work with Business Development Team as required on special projects; (research, data gathering, etc.)

**Regular Work Hours:**

- As per project requirements – flexibility required with significant time investment during periods of heavy demand (Property Tax business cycle).

**Technical & Behavioral Competencies:**

- Good research, quantitative and analytical skills.
- Proficiency in Microsoft Office Suite.
- Advanced writing skills in order to create comprehensive correspondence and consulting reports.
- Developing basic understanding of the property assessment, tax consulting and advisory industry.
- Good knowledge of the real estate industry with emphasis on real estate finance, budgeting and appraisal methodology.
- Reference tools including Hoovers, other web based applications
- SharePoint / CRM database experience
- Ability to work in a team and independently
- Takes initiative and resourceful
- Good communication skills - interpersonal, written & oral presentation
- Ability to meet tight deadlines
- Strong presentation and negotiation skills

- Self-motivated with high degree of integrity, honesty and ethics
- Begin to 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)
- Ability to mentor and coach junior employees

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

- Bilingual in English and French (both written and verbal)
- Working towards an appropriate designation with the Institute of Municipal Assessors, a Provincial Assessment Association, or a similar recognized real estate association.
- University Degree or College Diploma in Business, Real Estate or Finance, is preferred or equivalent experience.
- Proven track record in sales and business development
- Real Estate knowledge or experience

**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 T-340-022.