



July 13, 2010

RE: Real Estate Property Tax Consultant

We have an immediate career opportunity for...

Position Title: Real Estate Property Tax Consultant

Department: Tax

Location: Edmonton, Alberta (Tax Office)

Primary Objective:

Responsible for the collection, analysis and organization of property assessment, tax, rental and operating data, as directed, which is to be used in the provision of property assessment and tax consulting services, to provide support for the consultants.

Date Position Available: ASAP

Key Responsibilities:

- Ensures in a proactive manner that all necessary property data for client properties needed to provide assessment and tax consulting services is obtained and organized in a timely matter. Extensive senior co-worker review is anticipated.
- Assist in the preparation of analysis or project tracking reports using standard software such as Excel, Word, Access, Altus Tools or other appropriate software. Extensive senior co-worker review is anticipated.
- Conduct research and collect data from both internal database and third party sources with respect to market rental rates, comparable building transactions, comparable assessment data and general market knowledge.
- Ensure data collected as part of an on-going assignments is entered accurately
- Continuously upgrade the level of knowledge regarding property assessment and taxation practices and procedures.
- Accurately complete time sheets on a daily basis ensuring billable time and recoverable expenses are clearly outlined
- **Teamwork & Cooperation**

- Work cooperatively with team members across the organization.
- Provide input and assistance with the developments and implementation of best practices across the business unit.
- Develop internal network and relationships to facilitate information sharing.

Regular Work Hours:

- As per client corporate requirements – flexibility required with significant time investment during periods of heavy demand.

Technical & Behavioral Competencies:

- Technical:
 - Basic skills in assessment and tax analysis, i.e. Access, Altus Tools, etc.
 - Basic research, quantitative and analytical skills.
 - Proficiency in Microsoft Office Suite.
- Behavioural:
 - Ability to work in a team and independently
 - Takes initiative and resourceful
 - Good communication skills – interpersonal, written & oral presentation
 - Ability to meet tight deadlines
 - Self-motivated with high degree of integrity, honesty and ethics
 - Adhere to corporate policies and procedures as outlined in the current Altus Group Employee Handbook.

Education/Professional Development/Work Experience Requirements:

- University Degree or College Diploma in Business Commerce, Finance, or Real Property.
- Limited related work 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 with the subject line “Real Estate Property Tax Consultant” to HRCanada@altusgroup.com by August 3, 2010.

Date Of Posting: July 13, 2010