



Modern Thinking. Timeless Values.™

## ACQUISITIONS SPECIALIST

### Change *Your Career* for the Better.

We are currently seeking an Acquisitions Specialist to join our team, based out of our head office in **Cambridge, ON**. Reporting to the Senior Director, Real Estate and Acquisitions, the Acquisitions Specialist will be responsible for supporting Reid's Heritage Homes ongoing land acquisitions effort.

As part of your duties and responsibilities as an Acquisitions Specialist, you will:

- Follow and consistently demonstrate Reid's Heritage Group of Companies Core Values
- Prospecting, receiving, and tracking all potential land acquisition opportunities
- Organizing and preparing materials for regular land acquisition team reviews
- Assisting with the preparation, submittal, and management of land acquisition offers
- Tracking all pending and active deal timelines
- Ensuring compliance with critical dates and deliverables
- Maintaining ongoing contact with key real estate Brokers and Agents
- Coordinating with key consultants including Planners, Lawyers, and Engineers
- Providing support to Land Development team during due diligence periods
- Coordinating with internal departments including Sales and Marketing, and Finance
- Acting as primary point of contact for third-party property management
- Participating in site meetings or inspections
- Other duties as assigned

### The Acquisitions Specialist we seek will have the following:

- Commitment to our organization's progressive culture, including our company Core Values.
- Minimum of 5 years of relevant experience in the real estate industry with a preference for backgrounds in real estate acquisitions/transactions
- Real estate credentials, licenses or qualifications strongly preferred
- An undergraduate degree is preferred but not required
- Effective written and oral communications skills required
- Ability to manage multiple responsibilities while adhering to critical timelines is essential
- Proficiency in Microsoft Word and Excel required
- A valid class G driver's license and clean drivers abstract

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to [hrinfo@heritagehomes.com](mailto:hrinfo@heritagehomes.com), specifying the title of the position. For more information, visit [www.reidsheritagehomes.com](http://www.reidsheritagehomes.com).

*We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.*

