



Job Position:

Land Development Coordinator (Burnaby, BC)

Description:

The Land Development Department is responsible for acquisition, obtaining municipal approvals and coordinating consultants, engineers and marketing teams to successfully deliver projects with maximum revenue and quality. The majority of time in this role is spent in an office environment.

Our Burnaby offices are currently seeking holders of a Degree or Diploma in Construction, Architecture or Engineering, or Urban Land Economics, Planning or Geography. This is a mid-level position with opportunity for advancement. Applicants should have 1–3 years' experience in a relevant role or field.

Candidate will work with mentorship from the Development Coordinator and Contracts Manager, but will be expected to work mostly autonomously.

Candidate's duties will include:

- creating, monitoring, updating, tracking and interpretation of consultant Requests for Proposals;
- contracts (Owner Approvals & Letters of Acceptance), correspondence, schedules, cash flows, reports to owners (weekly and monthly) on an ongoing basis;
- conducting initial yield analyses of potential sites and summarizing findings;
- identifying target areas for Development based on provided criteria;
- attending Open Houses, Public Hearings etc. with the Development Coordinator;
- coordinating project deliverables (drawing submissions), utility designs, and following up with Municipalities;
- reviewing drawing packages and submissions for conformity to municipal requirements, and other various duties to be determined.

Superior computer skills are essential. Attention to detail is also a must. Candidate must have excellent communication and English proficiency skills, have advanced skills in Microsoft Office

	<p>applications, have some working knowledge of Municipal Zoning Bylaws, be technically proficient in AutoCAD, and be impeccably organized. Strong analytical skills and a professional demeanor are a given.</p> <p>Work experience in construction, architecture, civil engineering, planning or real estate is <u>required</u>. Previous experience in management or coordination roles would be beneficial.</p>
Website:	www.concosts.com
How to apply:	<p>Apply in confidence with résumé and cover letter* to pqs@concosts.com. Address your correspondence to:</p> <p>Hiring Department The Concosts Group</p> <p>*Candidates should specifically discuss in their cover letter how their background is relevant to this role, and explain their interest in land development. <u>Please note: applications without cover letters will not be considered.</u></p> <p>You may also apply at the following link:</p> <p>http://www.concosts.com/careers/assistant-land-development-coordinator</p>
Job Type:	Full-time, Permanent
Job Location:	Burnaby, BC
Required education:	Diploma, Bachelor's Degree beneficial
Required license or certification:	Driver's license
Closing Date:	May 15, 2017