



Development Coordinator

Surrey, BC

An Award-Winning Real Estate Developer in the Surrey area is seeking a Development Coordinator to join their fast-growing team. This is an exciting opportunity to become a part of a progressive company with limitless growth. We have a diverse portfolio of projects including high-rise residential, a state-of-the-art education centre, purpose built rental buildings, townhomes, commercial spaces and more. This is a fast-paced environment and the ideal candidate will be highly organized and work well under pressure. The successful candidate will be a key member in the Development team, answering directly to the Development Manager and working closely with Development Coordinators. Our office has a spirited social dynamic and we all work closely together as a team, so it's very important that the successful candidate has a great attitude and can effectively communicate with the other staff. We are currently building a beautiful new office space with fantastic amenities in Surrey Central, so ideally the chosen individual will be working in this new space next year.

Job Description & Responsibilities:

- Working directly with the Development Manager, the successful candidate will primarily be assisting Development communications to ensure critical deadlines are being met
- Relaying direction and facilitating information between consultants
- Attend city and consultant meetings to address items on behalf of varying projects or company objectives/values
- Preparing/maintaining/archiving project resources and historical project data
- Correspondence with various municipal regulatory authorities and departments
- Receiving and reviewing consultant invoices to ensure accuracy



Required Skills & Qualifications:

- Strong communication and interpersonal skills are a must for this position
- Must have a comprehensive understanding of the construction process and standards
- Comfortable speaking in a large group meeting environment is an asset
- Highly organized with a strong attention to detail
- Proficient computer skills, especially in Outlook, Excel and Microsoft Word
- ACAD and Microsoft Project experience is an asset
- Quick learner with a great attitude, willing to help with a multitude of tasks
- Ability to be resourceful, efficient with time and proactive in a fast-paced environment
- Able to accurately follow directions
- Architectural technology diploma or relevant experience is required, such as: engineering, architecture, construction, planning or land economics

Compensation and How to Apply:

Salary is based on experience, but very competitive. We also offer an outstanding benefits package. Please submit your resume, along with your cover letter and salary expectation to vjeon@wsgroup.ca and enter "Development Coordinator Position" in the subject line of your e-mail. While we thank all candidates for their interest, only qualified individuals will be contacted for an interview. Please, no phone calls.