

Exempt Job Posting



Job Title: TL Real Estate Proj Mgt Specialist (2 positions)
Job ID: 20170626
Location: Sapperton
Full/Part Time: Full-Time
Regular/Temporary: Regular

Division

Strategic Sourcing & Real Estate

Department

Development Services

Responsibilities

PRIMARY PURPOSE

Provides project management support for real estate projects within the TransLink Real Estate and Strategic Sourcing Division.

KEY ACCOUNTABILITIES

- Plans and develops projects including: assisting in defining and determining goals, objectives, work packages, schedules, and risks related to the proposed project; identifying technical resources and seeking assistance or information as needed; assisting in determining the need for external resources; assisting in developing, planning, and monitoring budgets; coordinating administrative activities to facilitate project funding; coordinating project evaluations; assisting in identifying success measurement standards for each project and/or phase.
- Plans, coordinates, and attends project-related meetings; records minutes of meetings; makes recommendations to assist projects' adherence to goals, objectives, and deadlines; develops and prepares procurement specifications; organizes and tracks product delivery, warranty, and installation in accordance with project milestones; recommends solutions to address budget, scheduling, technology, methodology, and other issues based on Project Management Body of Knowledge (PMBOK) processes; develops status reports; provides input to departmental procedures, processes, and policies.
- Coordinates information sharing between stakeholders and serves as a liaison for both internal and external communications to keep the stakeholders updated during the scope of the project; communicates project team results to the Manager and others as assigned.
- Monitors and maintains project plans, tracking lists, and other project related documents and data; participates in the development, monitoring, and administration of project budgets, including invoice approval within defined authority levels and reconciliation of monthly variance reports.
- Prepares a variety of project related reports, analyses, project management forms and tools, written procedures correspondence and presentations; researches information and summarizes statistical and other findings obtained from surveys and studies.
- Participates in evaluation and selection of project consultants; coordinates contract evaluation and selection processes; coordinates activities between the project team and outside consultants/vendors; monitors and tracks

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contractor/vendor activities for timeliness and contract compliance; monitors the quality of vendor services and identifies issues to more senior levels.

- Provides project management expertise to internal stakeholders by providing training to other staff regarding real estate project management techniques, reporting software utilization (for example: LIFT, SharePoint), or other areas as assigned.

Qualifications

Education and Experience:

The requirements for this position are typically acquired through completion of a bachelor's degree in Business or related discipline, including coursework in Project Management, plus four years of Commercial project based industry experience (i.e. mixed use, commercial real estate, commercial business, marketing or commerce).

Other Requirements:

Advanced knowledge of project management processes.

Strong analytical and problem solving skills with solid knowledge of financial analysis and budgeting

Advanced organizational and time management skills

Solid oral and written communications skills with good interpersonal skills

Solid knowledge of standard office tools including work processing and spreadsheet software, project management software and database applications.

Other Information

Posting Reason: New Position

Number of Available Positions: 2

TransLink Real Estate is responsible for managing, deal making and approving all market development on TransLink property and rights of way. TransLink's world renowned TOD program (we call it Adjacent & Integrated Development) currently has more than 40,000,000 square feet of planned and active development and includes projects such as Amazing Brentwood, Marine Gateway, Gilmore Place and many others. The volume of projects is increasing at a rapid pace. This Project Management Specialist role supports our TOD Real Estate Development Managers in assigned third party development projects ensuring that they are optimized operationally and financially.

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

Please note: An equivalent combination of education and experience may also be considered.

Discipline and attendance are performance factors and will be assessed during the job selection process.

Work Schedule

37.5 hours per week.

Rate of Pay

Grade: 4

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Salary: \$65,902 to \$82,377 per annum (\$33.68 to \$42.10 per hour)

How to Apply

Please click the 'Apply' button at the bottom of the page, or visit <http://q/mycmbc.ca>, mybcrtc.ca to apply for this position and view other job opportunities.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Questions regarding this competition can be directed to Erin Porteous-Miller at Erin.Porteous-Miller@translink.ca or 778-375-7688.

Please ensure your application is received before the posting deadline.

Posting Date: August 9 2017
Closing Date: Until filled

TransLink is committed to employment equity.