

Development Coordinator, Calgary

You want action? We've got action. Expect to deliver on everything from coordinating construction to due diligence to presenting at public information meetings. Forge relationships with municipal planners and consultants. 'Meeting' is your middle name and you are a time management guru.

Anthem and Anthem United is a real estate development, investment and management company that strives, solves and evolves to create better spaces and stronger communities. We are Growing Places.

We work hard. We work smart. We work in teams. We challenge the status quo and have fun doing it. We believe in developing our people to maximize their potential. Conversations are candid, conflict is swiftly resolved and coaching is continuous.

You will...

- Communicate and collaborate openly
- Assist others to get the very best results
- Be self-motivated and cultivate relationships
- Be eager to learn about the construction and approval process
- Embrace the principles of good design and excellence in every aspect of development

Your work will revolve around...

- Working with the Development team on the oversight of the land development process
- Assisting with the oversight of construction sites, scheduling and budgets
- Liaising with contractors, consultants and home builders
- Handling and responding to homeowner inquiries
- Researching and performing due diligence for potential development sites
- Tracking and following up on development agreement obligations
- Requesting information, assisting with permits and monitoring application progress with municipalities, including attending meetings with municipalities
- Organization and participation of public information meetings
- Research and reporting of general info on development issues
- Administration duties - preparing correspondence, filing, coordinating and minuting meetings

What you have...

- A minimum 2 years' experience in a similar position in the real estate land development industry, municipal planning or other related industry
- Writing experience and research skills
- Analytical aptitude - able to compare data, information and crunch numbers
- Advanced MS Office skills – Excel, Word & PowerPoint
- A vehicle for visiting project sites, consultant offices and municipalities



Founded 26 years ago, Anthem is a team of over 350 people driven by creativity, passion and direct communication. Anthem and Anthem United have invested in, developed, and managed – alone or in partnership – more than 190 residential, commercial and retail projects with an aggregate value of \$5 billion. Our growing residential portfolio includes more than 10,000 homes that are complete, in design or under construction. We own, co-own and manage 6.2 million square feet of retail, industrial, residential rental and office space in BC, Alberta and California, and we currently hold over 5,000 acres of land in Western North America.

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