



Development Coordinator

Rize is a boutique real estate developer focused on large scale, design forward, commercial and residential communities. With over 25 years of experience, we create unique, meaningful and inspiring places to live, work and learn throughout Metro Vancouver. We are growing and continually searching for the right people to join our Team.

This role allows you to be at the forefront of our development process and provides exposure to many different facets of our business. You will support the Rize Development team with the day to day management of multiple projects, through various phases of the development life cycle. It is a wide-ranging role that is perfect for a creative, driven, self-starter with an aptitude to think critically in diverse situations. This is an excellent opportunity for someone interested in a Development Manager career path.

Rize is a dynamic work environment with an entrepreneurial culture that is high performing yet relaxed. It is a place where suits are rare and working smart is the norm. Each project we undertake has an underlying uniqueness that forms a fundamental part of our DNA, and we take great pride building communities which are functional, beautiful and accessible.

This role will:

- Coordinate through all stages of the development process
- Coordinate project deliverables, including consultant and municipal approvals submissions
- Liaise with project stakeholders as required, including acquisitions, development, estimating, construction, finance, customer care and property management teams
- Assist with preparation of reports and presentations for the team and external stakeholders
- Organize and participate in project meetings, community engagement and municipal hearings, sales and leasing events



- Create, track and summarize consultant documentation including requests for proposal, contracts, monthly billings
- Maintain project correspondence, meeting minutes, schedules and budgets
- Coordinate and manage legal documents as required
- At all times the Development Coordinator will be an ambassador of the Rize ethos and valued member of the Rize team

Qualifications:

- University Degree preferred in planning, architecture urban design or business. Diploma in Urban Land Economics also acceptable.
- Proficient in Excel, Word and PowerPoint;
- Strong verbal and written communication skills
- Strong time management, prioritization and organization skills
- Strong work ethic with a proven ability to be a self-starter;
- Exemplary ability to work cooperatively in a team-based environment;
- Ability to conduct research to find best resources and resolution to problems
- A passion for the evolution of the built form and “how we live” in Metro Vancouver.
- To thrive within the Rize Team, applicants should be self-confident, open-minded, hard working and good humoured.

Please apply online here <https://rize.bamboohr.com/jobs/view.php?id=24>