

Development Administrator

Nature of Position: Full Time
Location: **Vancouver**
Start Date: **As soon as possible**
Compensation: Based on Experience

The Company

Hungerford Properties is a fast-growing real estate investment, management and development company with millions of square feet of industrial, office, retail and residential properties in Western Canada. Our mission is to create value for investors, help business owners grow their companies, and build better neighbourhoods for all, through the astute investment, management and development of real estate. We are an established and expanding team with an impressive track record and proud history. We bring sophisticated investment tools to the Western Canadian market and build award-winning developments. For more than three decades, we have followed a simple strategy: buy well and add value through proactively investing, developing and managing commercial and residential projects. Our company is driven by five Core Values: Ambition, Diligence, Creativity, Relationships and Community, and the people we hire should be completely aligned with these values. As underlined by our values, we set high expectations for ourselves and for our people; all staff are expected to know, understand and deliver on our standards.

Our Approach

We take pride in our approach to doing the work at Hungerford Properties, and we expect all employees to do so as well - we call this approach the Hungerford Way, and it is made up of 2 Key Components:

1. *High performance culture* - our values-based approach to how we communicate and how we act in every situation, the foundation of recruiting, hiring and developing the best and the brightest people

2. *Meticulous Process* - our institutional quality operating Platform, which includes process manuals, checklists, templates, and repeatable efficient processes.

We leave no stone unturned in the way we go about our work and we demand integrity in everything we do; the processes, supported with checklists and templates, are tools that give us and all of the staff confidence in one another to get the job done to the highest standard, while minimizing risk. We expect that process is followed. Period. Not doing so is not an option. It is core to our operations.

Alignment to the Hungerford Way is essential for all employees; however, we are not saying the way we do things is the only way, we are simply saying that this is the way we work, and we want to recruit people who want to be here because they buy into *what* we are doing, *why* we are doing it and *how* we are getting there, because they are aligned with our vision, values, objectives and processes before even starting the role.

Commitment

We are a company committed to developing long-term relationships with our stakeholders, and we want staff who are also looking for long-term commitment in their careers.

Performance Measurement

Performance at Hungerford Properties is measured both by achievement of individual objectives and demonstration of the values in daily behavior.

Opportunity

We are merit based; if a person has earned trust by doing a good job, there is the opportunity to take on greater responsibility. We are also about impact, not age or experience, so Hungerford Properties is a place where people can grow their career quickly if motivated, ambitious and diligent. We are also loyal - if a person is good to us, we will be good to them. Ultimately, this is an opportunity to become part of a team dedicated to success and excellence for those ready to step up.

The Candidate and Responsibilities

The **Development Administrator** position is based out of **Vancouver**.

Applicants for this position will be self-motivated individuals with a high degree of initiative and will possess strong interpersonal skills, be attentive to detail, and able to build trusting relationships. The candidate will report directly to the *Vice President of Development* and will in conjunction with *Financial and Accounting Reporting, Asset Management and Acquisitions departments*.

The **Development Administrator** will be active in the following primary responsibilities both in an individual and team setting:

- Perform administrative tasks such as maintaining project contact lists up to date, as well as master contact list
- Responsible for the project set up for new projects. Creation of Project Binder, hard and soft filing system, project contact list
- Coordinate and schedule roles and tasks for Project Monthly Draw, ensuring that all the documents are properly received and named to complete the requirements
- Responsible for the construction administration flow of documents, ensuring that all CO's, SI's, Trade Contracts, Shop Drawings and progress reports are tracked, logged, approved, distributed and properly filed in a timely manner
- Maintain Project Binders up to date, ensuring that all key documents such as Consultant Contracts and monthly meetings agendas have been included
- Administering and monitoring consultant contracts, invoices and extra work authorizations
- Liaising with Accounting Group to ensure all project cost control reports are kept up to date and to ensure accuracy of information
- Filing of correspondence from VPs
- File management of Development electronic and hard filing system
- Ensure and maintain open communication with other departments
- Expense reports for VPs
- Coordinating and scheduling meetings for Director and Managers
- Other responsibilities as required

The Candidate will also be someone who is completely aligned with Hungerford Properties Core Values. In addition to effectiveness in delivering key objectives, performance will be measured by the candidate's capability to demonstrate the following 5 Values on a daily basis:

Ambition - Seeing possibility, stretching goals to exceed expectations, and persisting with extraordinary effort when challenged.

Diligence - Taking action in one's role to remove errors, avoid pitfalls and minimize risk to produce deliverables of the highest professional standard.

Creativity - Dedicating time and energy to creative problem solving, seeking alternative and better approaches to get to the most effective, elegantly simple solutions.

Relationships – Building team with collaborative internal relationships in order to provide extraordinary service to our external relationships.

Community – Taking action to deliver lasting, meaningful impact on others’ lives, and the lives of their families – whether coworkers, business stakeholders or the larger community.

Qualifications\Requirements

- Educational background in business administration or Architecture would be an asset
- Two years’ experience in the Land development, architectural industry
- Excellent customer service and strong organizational, time management and project management skills

Skills/Attributes

- Possess the ability to meet deadlines without compromising accuracy and completeness
- Self-motivated and possesses a high level of professionalism
- Strong computer skills including Word, Excel and PowerPoint
- Strong verbal and written communication skills with the ability to work effectively in an individual setting
- Excellent work ethic and attention to detail

To Apply

Please send your resume, in Word format, to careers@hungerfordproperties.com, quoting “*Development Administrator*” in the subject line. We thank all applicants in advance but only those qualified may be contacted.