



Century Group is a BC-based, family-owned, mixed-use real estate development and construction company in business for 60 years. In addition to development, Century Group owns and manages a diverse portfolio of operating businesses, which includes apartment rentals, retail and commercial leasing, hospitality and seniors living.

## Development Coordinator

Century Group is currently seeking an energetic, self-motivated Development Coordinator who is keenly interested in all aspects of the project development process, and who thrives working in a fast-paced, dynamic work environment.

### POSITION SUMMARY

Reporting to the Director, Development Planning, and working closely with the Development team, the Development Coordinator is involved in all stages of project development, from land acquisition to the post-construction and warranty period.

### KEY ACCOUNTABILITIES

1. Processes and monitors progress and compliance with consulting and other contracts
2. Monitors progress on project budgets, handles accounts payable coding, prepares reports on and liaises with the Finance team on project budgets and accounts
3. Coordinates all project insurance coverage, tracks all letters of credit, refundable deposits and fees paid for municipal permits
4. Attends consultants' meetings, prepares minutes and prepares follow-up, in consultation with Project Managers
5. Provides support to the Development team in the preparation of applications, reports, presentations, proposals, governance documents and generally ensures information is available and is organized
6. Ensures all necessary tasks and deadlines for each project are realized in an efficient and timely manner
7. Responsible for day-to-day departmental administrative tasks, including processing expense claims and file maintenance

### EDUCATION AND EXPERIENCE

Minimum Grade 12 with a diploma in Business Administration, or an equivalent combination. Experience in real estate, the development industry, accounting or property management is considered an asset

### REQUIRED SKILLS AND ABILITIES

- Ability to work with constantly changing priorities and to manage multiple projects simultaneously
- Exceptional customer service and communication skills, both verbal and written
- Demonstrated problem solving skills
- Microsoft Office expertise is required

### APPLICATIONS

Please apply online at [www.CenturyGroup.ca/Careers](http://www.CenturyGroup.ca/Careers) with a Resume and cover letter outlining how your experience has prepared you for this role.

Century Group offers a competitive compensation and benefits package.