



PORTE GROUP OF COMPANIES
Job Description

Job Title: Jr Development Manager
Department: Development
Reports to: Development Manager – Craig Marcyniuk
Compensation: Salary Plus Benefits
To Apply: Cover Letter and Resume to careers@porte.ca

THE TEAM:

There are countless reasons to consider a career with Porte. For starters, you'll be part of an encouraging, supportive team with plenty of room for growth. You'll enjoy perks like training and team building events throughout the year. Plus, there's our roof top patio, Friday happy hour, a weekly fitness workout and more!

You'll be an integral part of a family company, building on almost 50 years of success, amazingly generous charitable work and progressive leadership in the real estate industry. At all times guided by the Porte Promises of: People-Focused, Committed to Excellence, Trustworthy and Community Builders.

JOB SUMMARY:

The Jr. Development Manager will work directly for the Development Manager to assist with (obtain/complete) project evaluations, approvals and permitting.

At all times being guided by the Porte Promises, the Jr. Development Manager must be able to work independently and as a part of the development team.

JOB DUTIES:

Land acquisition

- 1) Prepares preliminary pro forma evaluations to determine the feasibility and potential profitability of projects, with input from Finance, Construction and Marketing and Sales as required.
- 2) Monitors the contract of purchase and sale critical dates; including deposit payment dates, subject removal dates and closing dates.
- 3) Conducts due diligence, which may include preliminary concept design, preliminary engineering work, initial meetings with city officials, obtaining input from other consultants, preliminary construction budgeting and compiling initial market information.

Design

- 4) With direction from the Development Manager engages architect and the supporting consultants.

- 5) Works with the architect and consultants to ensure all application deadlines and requirements are met.
- 6) Engages and consults the necessary city officials – planning and engineering – to advance the project forward.

Approvals

- 7) Supports the Development Manger through the approval process with the city’s planning department.
- 8) Ensures all critical milestones and requirements are understood and are clearly communicated to the design team.
- 9) Creates and monitors the overall approval schedule and clearly communicates it to the development team.
- 10) Participates in any public meetings and attends council meetings.

Construction

- 11) Obtains the building permit.
- 12) Ensure all building permit requirements are met and are clearly communicated to the construction team.
- 13) Ensure payment of all building permit related fees.

External Communications

- 14) Develops positive and productive relationships with engineering services, architects and other professionals involved in the industry. Forges strategic alliances where appropriate to support business opportunities.
- 15) Represents the company appropriately in relationships with owners, project advisors, suppliers, local governments and professional associations.
- 16) Effectively communicates information concerning the company’s strategies, objectives and performance externally to create a positive profile for the company in the community.
- 17) Keeps up to date with industry developments, construction and code changes, and new products available in the market.

Other Duties

- 18) Attends internal management and all-staff meetings.
- 19) Performs other duties, as required

TEAMWORK AND SUPERVISION:

- 1) Participates as a member of the development team, working directly with the Development Manager and with the Construction, Marketing and Sales, Finance and Customer Experience teams, as well as with external consultants attached to these teams.



- 2) Works with all members of the Porte companies.

QUALIFICATIONS:

- 1) Required training, experience, knowledge, skills and abilities:
 - a) Bachelor's degree or diploma, or equivalent experience, in construction management, property development, urban planning, business or related field.
 - b) At least 2 years' experience in real estate development and construction, preferably in new multi-family housing.
 - c) Strong project management experience, including design and construction materials and methods.
 - d) Strong communication skills.
 - e) Demonstrated ability to work independently and as part of a team.
 - f) Experienced with MS Office programs.

WORKING CONDITIONS:

- 1) Working conditions:
 - a) Required to inspect construction projects outdoors in all weather conditions.
 - b) Occasional work outside normal office hours.

If you are interested in applying, please send a cover letter and resume to careers@porte.ca. No phone calls please. Due to the anticipated volume of applications, we will only be able to respond to those selected for an interview. Thank you for your interest in this opportunity with Porte Communities.