



## MATCHBOX

On behalf of ASPAC Developments Ltd., a builder of world class communities, MatchBox Consulting is seeking a **Development Coordinator**.

ASPAC is a Vancouver-based developer with a 25-year track record of delivering transformational communities. ASPAC has been integral in developing Vancouver's Coal Harbour into an internationally renowned community. Additionally, Richmond's River Green, is the largest and most upscale master-plan community developed in the region, with over 3 million square feet of residential and commercial density.

ASPAC is searching an ambitious early-career real estate development professional.

### **Your Profile:**

You will be seeking an exciting opportunity to join one of Vancouver's iconic developers. Ideally, you have 2 years of experience at a multi-family residential developer in Vancouver. By nature, you're a collaborative team-player with a good set of life experiences. You will have demonstrable experiences in development.

You will be comfortable contributing to design and conception, the creation of floor plans & marketing plans, selection of consultants, pro-forma and disclosure statement development, community and municipal consultation, as well as various other important deliverables in the life of a real estate project.

You will have post-secondary education in either business, planning, architecture, urban geography, engineering or equivalent.

You will exhibit excellent written and verbal communication skills-

Lastly, you will love real estate and are excited to join an iconic developer.

### **Responsibilities:**

- Collaborate with the team and contribute to the company's Richmond projects from initial stage of project approval through to completion
- Assist with project administration from design concept through to project close out
- Coordinate and process invoices with accounting.
- Assist with disclosure statement preparation and legal agreements
- Review floor plans for efficiency and accuracy
- Prepare internal reporting as it relates to marketing and development
- Assist with any research and due diligence for potential development sites
- Assist with permits and monitoring application status with the City
- Liaising with project stakeholders and participating in public information meetings
- Keep up to date on general development issues
- On-going administration as required by the Development team such as preparing correspondence, consultant proposal process, administer contracts, maintain accurate files of documents and assist with communicating with consultants
- Coordination of commercial leases and tenant requirements



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**Requirements:**

- Bachelor's degree and/or diploma in business, planning, architecture, urban geography, engineering or equivalent.
- A Master's Degree in a-relevant subject is considered an asset
- 2 years of experience in real estate development
- Excellent written and verbal communication skills
- Demonstrable experience executing on ideas and tasks as required. A strong "get it done" attitude while remaining teachable
- Team-orientated and collaborative

**Interested applicants should submit their cover letter and resume to Alex Jameson, Senior Recruiter, at MatchBox Consulting at [alex.jameson@matchboxhr.com](mailto:alex.jameson@matchboxhr.com)**

Headquartered in downtown Vancouver and serving clients nationally, MatchBox is a recruitment and solutions firm that specializes in the fields of Information Technology, Engineering & Technical, Real Estate & Construction, and Accounting & Finance.

We offer unrivaled expertise with a team that has many years of experience in the recruitment and professional services industry. Our recruitment consultants work in specific vertical markets and our passion is building great connections, creating strong opportunities, and delivering that perfect match.

For additional opportunities and relevant news feed, please VISIT us at <http://www.matchboxhr.com> and FOLLOW MatchBox on LinkedIn at <https://www.linkedin.com/company/matchbox-recruitment>