

October 30th, 2018

**JOB TITLE**

Development Coordinator

**REPORTS TO**

Vice President of Project Design

**COMPANY**

Chard Development is an urban real estate development firm based in Vancouver, B.C. An award-winning company, we specialize in urban, mid-sized condominium and commercial projects in Metro Vancouver and Greater Victoria. Located in downtown Vancouver, the Company is constantly growing with approximately 10 projects in development or construction at any given time. By 2019, Chard will have completed over 1.3 million square feet of its own signature developments.

**SUMMARY**

Chard Development is seeking a Development Coordinator to support our development department. This role requires a highly organized individual who thrives in a multi-tasking environment with multiple projects, critical deadlines and a variety of stakeholders. The successful applicant must be able to actively engage as a member of the project team, anticipate upcoming needs and challenges and interface with a variety of individuals both inside and outside of the company.

The ideal applicant has a background within the development, construction, engineering or architectural industries. A minimum of 2 years work experience is required within a related field. This individual must excel with digital and written communication and organizational systems. Ambition to learn more about development, construction, and all facets of our business are key characteristics for a successful candidate. The successful candidate will work primarily with one development manager on two large scale projects while also assisting the VP of Project Design on ad-hoc responsibilities across all projects. This position is an excellent opportunity to see all phases of multiple projects while also being exposed to the details of select projects under a development manager.

**DEVELOPMENT COORDINATOR DUTIES**

- The DC will be involved in projects from initial start-up through occupancy assisting the Development team;
- Support the DM when applying for city applications (assembling material, ensure all conditions are being met, request required drawings/reports from the consultant team);

- Provide support to the development team with public engagement and community meetings;
- Support the DM in door-knocking campaigns as required;
- Assist the DM with building and maintaining project schedules;
- Provide internal updates on regulatory/municipal changes as it relates to the industry;
- Contribute to the development of site planning and floor plans throughout schematic design and design development;
- Liaise with Sales and Marketing to build a project suite matrix for reference in sales/leasing;
- Assist the Development and Sales teams as needed during sales launch;
- Market, product and service research and data collection;
- Provide monthly reports on new rezoning and DP applications within City of Vancouver/North Shore/Tri Cities with analysis on unique project attributes/partnerships/financial incentives;
- Lead aspects of elective construction work through the presentation of options and comparisons for internal sign-off;
- Tracking and updating all insurance certificates with consultants;
- Track and apply for release of all city hold-backs. Coordinate release with consultants/contractor;

Chard Development offers competitive wages and benefits, including extended health, vision and dental.

If you meet the requirements and are interested, please submit your resume and cover letter to [careers@charddevelopment.com](mailto:careers@charddevelopment.com). We thank all applicants who apply, but only those who are qualified may be contacted.