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## DEVELOPMENT COORDINATOR

### About Polygon

British Columbia owned and operated since 1980, the Polygon family of companies has built more than 27,000 homes throughout the Lower Mainland, from concrete high-rises and wood-frame condominiums to townhomes and single-family communities. With over three decades in business, Polygon has earned the trust of thousands of families by committing to quality design, sound construction and exceptional customer service

Reporting to the Senior Vice President of Development. Polygon is looking for a Development Coordinator to provide administrative support to the Development Team.

### Responsibilities

- Organize all paper and electronic project files, and drawings
- Maintain Development related data and supporting documents on Salesforce
- Process cheque requests, Letters of Credits, invoices and project cost control reports
- Record and circulate reports, meeting minutes and various project documents
- Circulate internal office mail
- Assist with the preparation of municipal permit applications
- Facilitate the execution of project related legal documents
- Communicate with consultants regarding fee proposals and invoicing

### Requirements

- University level education (or equivalent)
- A team player with strong interpersonal, communication and organizational skills
- High level of computer proficiency and analytical skills

### If we are a match

Polygon offers competitive salary and benefit packages along with a reputable corporate culture as a leader in the industry. Please send your resume and cover letter to Serena Pang at [spang@polyhomes.com](mailto:spang@polyhomes.com).

We thank all applicants for their interest and will only be in touch with shortlisted candidates.

900 – 1333 West Broadway, Vancouver, BC V6H 4C2

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[polyhomes.com](http://polyhomes.com)

 **POLYGON**  
Polygon Realty Limited