
Development Analyst

Surrey, BC

Post Date: 11/5/2018
Close Date: 12/5/2018
Region: B.C. Region
Job Type: Full-Time

Posting Number: [Click here to enter text.](#)
Number of Positions: 1
Reports to: Vice President

Position Overview:

Qualico Communities is the land development division of Qualico, one of the largest fully integrated real estate companies in western Canada, and we are seeking a Development Analyst to join our team.

Reporting to the Vice President, you will participate with the team in a variety of areas of activity.

Key Accountabilities:

- Monitor market trends in the municipalities Qualico conducts business.
- Assist the Development Managers with acquisition and due diligence work.
- Assist with project proformas and budgets.
- Work closely with the Development Managers and Vice President to assist them in their daily duties.
- Assist the Development Managers with permit application and monitor application status with the relevant municipality.
- Issue a monthly report summarizing key market indicators and trends.
- Administrative support, as required by the Development team, such as preparing correspondence, consultant proposal processes, administration of contracts, maintain current and accurate files of documents and other duties as required
- New area mapping for the purpose of land acquisition.
- Assist in the coordination of residential land development including rental agreements, subject dates, notices, tenant planning, and home demolition.

Education & Qualifications:

- Previous real estate experience an asset, but not required.
- Bachelor's degree and/or diploma in business, planning, urban geography, architecture, or related field.
- Strong interpersonal skills.
- Detail oriented and well organized.
- Robust analytical skills including a proficiency with Microsoft Excel and Word.
- Self-starter suited to a team-oriented work environment.

Working Conditions:

This position works primarily in an office setting during regular business hours. Travel to local sites may be required on an infrequent basis.

It is Qualico practice to request a criminal record check prior to finalizing the appointment of successful candidates.

About Qualico:

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon and Austin, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions.

At Qualico our people make the difference. We offer competitive compensation packages including group benefits, company match RRSP programs.

How to Apply:

Interested Applicants are encouraged to submit their cover letter and resume to careers.vancouver@qualico.com , by 4:00 pm on December 5, 2018.