

TITLE: ASSISTANT DEVELOPMENT MANAGER

LOCATION: VANCOUVER

WHO WE ARE

Omicron Canada Inc. (Omicron) is one of the largest integrated development services, design and construction firms in Western Canada, combining the expertise of more than 135 architects, interior designers, engineers, building assessment experts, real estate development strategists, cost estimators, project managers, construction personnel and corporate support professionals.

Omicron creates a better experience for clients in the Retail, Institutional, Renewals, Commercial, Industrial and Residential sectors from offices in Vancouver and Victoria.

Omicron has a distinctly entrepreneurial culture and is an innovative, sustainable and award-winning organization focused on success for clients and staff alike. Omicron was a winner of Canada's Best Managed Companies program in 2009 and has requalified every year since.

WHAT YOU'LL DO

As the Assistant Development Manager, you will work with the VP, Development and Development Manager to achieve the project budget, schedule and revenue objectives. You will build pro-forma analysis for multi-family, industrial and commercials projects and other aspects of development. You will partner with our in-house architectural, engineering, interior design, construction and marketing teams as well as clients, government authorities and members of the real estate industry.

- Prepare Pro Forma models using our in-house standard models
- Prepare feasibility studies and due diligence reports
- Meet or beat the project milestones and schedule
- Attend to project budget and revenue targets
- Coordinate and co-manage both internal and external consultants
- Collaborate with team members to prepare investor packages
- Meet and engage brokers to source market and off-market opportunities in targeted areas
- Network to promote Omicron's market presence
- Prospect for, land and assist with land acquisition

OMICRON CANADA INC.

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- Create and distribute monthly reports for internal and external groups
- Coordinate with and support internal marketing team, builders and marketing consultants to market our developments
- Collect market intelligence through research, professional network and community involvement

WHO YOU ARE

- You are skilled at analysis and share information openly and proactively with internal and external stakeholders; you are concise and articulate in your speech and writing.
- You enjoy working in a cross-functional collaborative environment alongside your colleagues.
- You are highly organized with excellent scheduling and task management skills. You have a strong eye for detail and hold your work to a high self-standard.
- You effectively communicate risks and dependencies, and distill complex concepts into simple, actionable recommendations at all levels.
- You are proactive and quick thinking; you create new relationships and leverage existing network connections to secure development approvals and build relationships in the industry.
- You keep projects on track by minimizing complexity and finding time to simplify.
- You embody our culture of solution finding and pioneering new ideas through your use of technology and interactions with others.

REQUIREMENTS

- 1 to 2 years analysis, development, design and/or construction experience
- Diploma or Degree in Business, Real Estate, Marketing, Development, Urban Land Economics, Construction or Architecture
- Successful participation in at least one project of \$10 million in value
- Active member of NAIOP, UDI, ICSC or other industry associations
- Excellent capability with Excel, Word, Outlook and MS Project
- Excellent analysis skills related to Pro Forma, land value, due diligence and feasibility studies
- Knowledge of real estate development and municipal laws and processes
- Possess strong business and financial acumen with the ability to develop and present budget information and model various lending or partnership scenarios
- General knowledge of various construction techniques and building types

Please note that local travel to job sites and travel to out of town sites will be required for this job.