

Development Coordinator

Nature of Position:	Full Time
Location:	Vancouver
Start Date:	Immediately
Compensation:	Based on Experience

The Company

Hungerford Properties is a fast-growing real estate investment, management and development company with millions of square feet of industrial, office, retail and residential properties in Western Canada. Our mission is to create value for investors, help business owners grow their companies, and build better neighbourhoods for all, through the astute investment, management and development of real estate. We are an established and expanding team with an impressive track record and proud history. We bring sophisticated investment tools to the Western Canadian market and build award-winning developments. For more than three decades, we have followed a simple strategy: buy well and add value through proactively investing, developing and managing commercial and residential projects. Our company is driven by five Core Values: Ambition, Diligence, Creativity, Relationships and Community, and the people we hire should be completely aligned with these values. As underlined by our values, we set high expectations for ourselves and for our people; all staff are expected to know, understand and deliver on our standards.

The Candidate and Responsibilities

The Development Coordinator position is based out of Vancouver.

Applicants for this position will be self-motivated individuals with a high degree of initiative and will possess strong interpersonal skills, be attentive to detail, and able to build trusting relationships while developing their technical Development skills. The candidate will report to Senior Development Manager. The Development Coordinator will be responsible for supporting, in the day to day management of all aspects of the development program. The Development Coordinator will require a strong attention to detail and the ability to organize, prioritize and manage time in a fast-paced environment towards appropriately bringing various tasks to completion.

The Development Coordinator will be active in the following primary responsibilities both in an individual and team setting:

- Support the Development lead with the preparation of Rezoning, Subdivision, Development and Building Permit applications. Coordinate the preparation of legal documents required for each project including rights-of-way and/or easement agreements, Plan of Subdivisions, lot consolidations, etc.
- Assist Development leads with management of multiple projects in various stages of development to budget and to schedule.
- Prepare and facilitate Requests for Proposals as required for development projects.
- Liaise between internal stakeholders, consultants and external legal counsel.
- Organize community engagement initiatives for development projects ie. Public consultation session with development leads and marketing team.

- Work with the Development Manager and asset management team to ensure that development proforma and asset reports are in line with the business plan.
- Coordinate with the Development Administrator to complete 'Project Set Up' tasks on new developments
- Review and track Change Orders, Site Instructions and Shop Drawings; Track and manage consultant correspondence on the above matters before distributing approvals to the General Contractor.
- Track the status of outstanding letters of credit and other project completion deposits; coordinate municipal inspections to facilitate the recovery of these funds.
- Provide support as required to the Development team to assist with various projects and assignments: prepare correspondence, memos, spreadsheets, power-point presentations and reports frequently of a confidential, strategic, and/or specialized nature.
- Attend internal project meetings, take minutes, and distribute.

The Candidate will also be someone who is completely aligned with Hungerford Property Core Values.

Qualifications\Requirements

- Relevant post-secondary education such as Architecture, Engineering Construction and/or Commerce with a concentration in Real Estate or Urban Land Economics.
- Five years' experience in the project administration experience within a development or construction company environment.
- General understanding of the entitlements process.
- General understanding of contract language and insurance requirements to facilitate coordination with consultants and contractors.
- The applicant must have strong computer skills including Word, Excel, Power Point and familiarity with internet-based research.
- Excellent work ethic and attention to detail.
- Strong verbal and written communication skills along with a team- oriented mindset are key components of this position.

Skills/Attributes

- Self-motivated and possesses a high level of professionalism.
- The ability to work independently as well as in a collaborative team environment.
- Advanced skills in MS Office (Word, Excel, PowerPoint and Outlook).
- Excellent work ethic and attention to detail.
- Ability to display a high level of professionalism and possess the ability to meet deadlines without compromising accuracy and completeness.
- Excellent product quality and attention to detail.

To Apply

Please send your resume, please apply directly to [our careers page](#) . We thank all applicants in advance but only those qualified may be contacted.