

## **ABOUT US**

DENCITI Development Corporation is a Vancouver-based real estate development company creating urban industrial, commercial and residential developments. Our mission is to optimize value in real estate by focusing on location, timing and results. DENCITI is a new company founded by a veteran team of development professionals.

## **THE ROLE**

DENCITI is looking for a highly motivated individual who has a keen interest in real estate development and is eager to gain industry insight, knowledge and experience while working in a dynamic team environment. The Project/Office Coordinator is an integral part of a DENCITI team focused on growth. This role starts with reception and office administration duties but if your heart is set on growth within real estate development, the door is open.

The Project/Office Coordinator will have several areas of responsibility which include, but are not limited to, the following:

- Reception and general office administration support including office supply ordering, telephone/front desk reception, preparation and distribution of meeting minutes, and other administrative duties as required;
- Researching and analysing real estate market progress and trends;
- Preparation of municipal permit applications up to and including completion by delivery;
- Searching title, encumbrance and property details;
- Maintaining new project and ongoing project files;
- Archiving relevant project details, emails, drawings and more in the project file records; and
- Assisting in preparation of legal document agreements, including lease and offer to lease agreements.

## **THE CANDIDATE**

You are looking for meaningful work that will give you the opportunity to develop and enhance your knowledge and skills. You are keen to learn new things and work independently, while having a team of dedicated professionals available to guide and mentor you. You are a professional and diplomatic individual who has the ability to make meaningful connections with a variety of people.

## **ABILITIES and SKILLS**

- Proficiency in office software, specifically Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Strong verbal and written communication skills.
- Efficient time management, prioritization and organization skills.
- Confident, open-minded, focused and detail oriented.

## **EDUCATION and EXPERIENCE**

- Diploma or degree in real estate, marketing, technology, architecture, engineering.
- 3 years of relevant real estate and/or development industry experience.

## **HOW TO APPLY**

If you are interested in applying for this position, please send your resume and cover letter to [info@denciti.ca](mailto:info@denciti.ca).

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*