

**BE influential. BE entrepreneurial. BE a game changer.** Be all that and more at Colliers International. Join our team as a Development Coordinator in Vancouver, BC.

At Colliers International, we help leaders succeed by helping them build amazing workplaces, businesses and communities around the world. We do this by thinking differently, sharing innovative ideas and offering a unique and collaborative workplace where you can succeed.

### **Who you are**

You're a development professional who understands real estate development projects, construction management and research, and are looking to develop and grow your experience and abilities in a dynamic and competitive marketplace.

You are a team player who thrives in a fast-paced, detail-oriented position. As Development Coordinator, you will be responsible for providing research, development approvals and construction coordination documentation, policy and analytical support to the Consulting Team, and assisting with Development Management services focused on specific projects.

You'll be a valued member of the Consulting team, helping to coordinate projects and meet critical deadlines.

### **What you bring**

- Minimum of 2 years work experience in a planning, real estate or construction environment.
- Undergraduate degree, ideally in urban planning, commerce or real estate.
- Computer proficiency in MS Project, MS Office (Outlook, Word and PowerPoint) and strong skills in Excel.
- **Bonus skills and experience**
- Experience in the Commercial real estate sector, Residential real estate sector or a related industry is preferred.

### **What success looks like**

- You demonstrate exceptional analytical skills, with strong ability to think through a range of possibilities and scenarios and communicate these possibilities to a wide range of parties.
- You provide full research and administrative support to the Consulting Team, assisting in the preparation of a range of materials, including client correspondence, detailed Consulting proposals, reports and presentations.
- You build strong relationships with clients, your peers and external partners in the business community, thanks to your outstanding verbal and written communication skills.
- You successfully meet and exceed team performance expectations.

**BE who you are and what you want to be with Colliers International.** We'd love to meet you.

Apply today via our Careers site or follow this link:

[https://colliers.wd3.myworkdayjobs.com/Colliers-External-Career-Site/job/Vancouver---Granville-St/Development-Coordinator\\_JR2423](https://colliers.wd3.myworkdayjobs.com/Colliers-External-Career-Site/job/Vancouver---Granville-St/Development-Coordinator_JR2423)