



Job Description

Position: **Development Coordinator**

Date: November 2020

Ledingham McAllister is a leading entrepreneurial and well established real estate development company. Our company has 120 years of successful building and construction in British Columbia. Commitment, integrity and performance are hallmarks of our company having recently completed various master planned communities and projects such as Escala, Seasons, Century, Dominion, Reflections, Waterscapes, Brentwood Gate and, coming soon, Southgate City. In addition to our master planned communities, we are in the construction and planning stage of in excess of 20 projects encompassing commercial, mix use and residential projects, with potential build out of over 19,000 residential units and 4 million square feet of commercial space.

The **Development Coordinator** is an integral part of the Development Team. The holder of this title will assist in the day to day activities of the team and be involved in all aspects of the development process from reviewing site issues to liaising with consultant teams. He or she will assist in ensuring that projects are built on schedule and within budget. Responsibilities will range from mapping of sites and neighborhoods to determine financial and market viability, to filing, delivering packages and assisting with event planning and public open houses.

This is an exciting opportunity for someone that is looking to start their career in real estate development with one of BC's most respected and proven residential and mixed use developers.

Although the Development Coordinator will report to all Development Managers for key tasks, he or she will ultimately report to the SVP, Development, who in turn reports to the President. The SVP will provide clarity regarding priority of tasks assigned by the Development staff.

The objective of this position is for the **Development Coordinator** to learn and potentially improve upon the processes within the Company's Development Group by meeting with the SVP, Development to share insight and comments.

The **Development Coordinator** is a proven results oriented, detailed, meticulous individual with exceptional organizational skills who will assist on a wide range of multi-use developments, including commercial and particularly multi-family communities in the Lower Mainland.

This highly motivated individual shall develop and improve upon skills and experience in the following areas and be expected to perform related responsibilities on our growing team.

SPECIFIC RESPONSIBILITIES

- provide assistance in feasibility analysis, financial review, pro forma creation and modification;
- assist financial and executive groups in regards to invoicing, appraisals and cash flow projects;
- prepare data for studies on local markets and other regions as directed by the SVP Development;
- Coordinate consultants to collect current market info for new product and resales;
- collect/summarize monthly updates from TRAC, MLS Exchange program, and city websites for Rezoning and Development application data regarding competitor product and instream development applications;
- prepare and review disclosure statements and addendums, purchase and sale agreements, and other legal documentation critical to the sales program;
- assist, facilitate and coordinate project consultants, trades and construction managers; liaise with city staff and other key stakeholders throughout the project schedule; attend site and office meetings, prepare minutes; improve project flow;
- review and monitor architectural and engineering plans, requests for information, construction budgets and scheduling; troubleshooting during construction process; acquire necessary details and information from consultants;
- liaise with integrated company groups such as sales, marketing, and finance, as well as regular communication with our construction management firms;
- liaise with Customer Service and various property managers; attend strata meetings, assist in job closeout, post mortems, strata concerns and warrantee issues;
- provide leasing info and draft lease agreements for review;
- assist in the creation and monitoring of vision statements and project programs (specifications, unit types/sizes/quantities, amenities, etc);
- coordinate design and completion of sales centre design and construction;
- assist Development Managers in preparing and securing all regulatory approvals, including rezoning development and building approval as required;
- prepare Consultant budgets and retaining letters for SVP approval;
- project documentation;
- filing, handling courier and printing orders and general office tasks;
- coding and processing monthly invoices, etc.;
- provide assistance as needed to the SVP, including scheduling appointments, processing expense reports, updating contacts and other duties;
- ‘shadow’ the SVP and other Managers on meetings with site staff, municipalities and consultants to learn process and gain experience;
- data entry;
- assisting with public open houses, sales launches, product tours and other event planning;

- utilize exceptional interpersonal and communication skills to foster excellent relationships with consultants, municipal staff, the public and other interest groups.
- always act in the best interests of the company and abide by all company policy at all times - this includes maintaining strict confidentiality, protection of data and all company information and intellectual property.

GOALS

- build a quality project;
- satisfy the end user;
- maximize profits;
- minimize long term maintenance.

SKILLS

- ability to collaborate in a team environment to implement development and construction schedule and plans in accordance to project requirements;
- desire for a thorough understanding of local municipal planning and development guidelines and policies;
- planning, organization, implementation skills;
- develop excellent written and oral communication skills;
- diplomacy;
- strong analytical skills;
- data skills (excel, word, project manager, etc.);
- strategic business sense;
- design abilities, strong interest and comprehension of urban design;
- industry interest and comprehension.

QUALITIES

- University or College Degree in Architecture/Business/Urban Land Economics preferred;
- quick learner;
- intuitive;
- motivate with a desire to improve self and those around you;
- detail oriented;
- personable, presentable;
- rational thinker;