



Project (Development) Manager

Who are we?

Cedar Coast is a real estate development and investment company located in Vancouver, BC with a portfolio of 25 active projects in British Columbia, Oregon, Washington State, and North Dakota. These projects include single family neighborhoods, apartment complexes, industrial buildings and commercial sites.

More importantly is what we're all about! Cedar Coast is a dynamic, fast-paced organization growing rapidly. We believe in successful outcomes for everyone - including our Team Members. At Cedar Coast you can expect an environment that empowers driven individuals and fosters collaboration as we grow. We believe in rewarding team members through compensation, a great team to work with, and a flexible work environment – whether that means working from our flagship office in downtown Vancouver, working from home, or from our new office opening next year in Surrey.

About the Role

Cedar Coast Capital Corporation ("Cedar Coast") has a permanent, full-time opportunity for an experienced Development / Project Manager. This role will be responsible for working with both internal and external stakeholders in ensuring the successful delivery of both industrial and residential development projects. The Project Manager will work directly with the executive team, finance department, legal advisors and our building partners and will report directly to the VP, Operations.

Key Areas of Accountability:

- Actively support the entire project life cycle for both industrial and residential projects.
- Collaborate with ownership to facilitate the acquisition process and any due diligence requirements.
- Consistent, timely communication with our builder partners to ensure accurate and efficient monitoring and reporting of project status.
- Facilitate weekly as well as ad hoc development meetings with both our builder partners as well as institutional investors / buyers.
- Schedule Management: analyze, monitor, maintain, and report on project schedule performance inclusive of milestones linked to municipal approvals and financial milestones such as funding/financing.
- Scope/Quality Management: review and monitor project specifications; liaise with investors/purchasers on specification changes, ensuring timely approvals and reporting.
- Cost (Budget) Management: monitor, analyze, and report on budget performance. Assist in the ongoing development and management of cost reporting tools and processes.
- Procurement Management: Facilitate the review and execution of construction agreements as well as supporting the tender/bid review process with our industrial builder partner. Monitor and report on obligations of agreements such as Purchase & Sale Agreements, Development Management Agreements, etc.
- Risk management: Monitor and report on project risks.
- Communications: Contribute to and/or fully manage a broad scope of communications and updates to internal stakeholders, external stakeholders, and Investors.
- Change Control: Ensure efficient and detailed documentation and change control for change requests or revisions to project baseline.
- Collaborate with building partners to address any variances / issues and identify potential solutions.
- Ensure prerequisites for project completion are achieved and projects are compliant to all contractual, legal or municipal/state/provincial regulations.
- Maintain a high degree of respect, trust, and confidence with all internal and external partners.
- Conduct site visits when and as required. Travel (<10%) within Canada and/or US required.



- Assist in the coordination of (re)zoning and permitting matters with appropriate consultants, legal and governmental bodies.
- Ensure complete, accurate, and timely document and information retention to all project standards and obligations.
- Collaborate with the VP, Operations to continuously identify and execute opportunities to improve Cedar Coasts' project management framework, processes, and tools.
- Provide support to the VP, Operations on various initiatives as required.

Qualifications, Skills, and Experience:

- A minimum of 3 years of recent, related land development or other project management experience required, preferably in light industrial development.
- Project Management Institute (PMI) designation such as PMP, CAPM, PgMP, or PfMP.
- Post-Secondary education in Real-Estate, Business, Finance or other related field.
- A high degree of discipline, organization, and attention to detail.
- Excellent communication skills, both verbally and in writing, with strong interpersonal skills.
- Proven time-management skills and the ability to adapt, prioritize, and multi-task in a fast-paced environment.
- Strong financial acumen with experience managing budgets, projections, and cash flow schedules.
- Related experience working with municipalities on land development and preconstruction regulatory and technical approvals would be ideal.
- Experience working with consultants, contractors, and residential or commercial builders.
- Fundamental knowledge of building design (can read architectural plans at the minimum) and can lead conversations with design professionals on design-related topics.
- Knowledge of engineering and land development planning principles.
- Knowledge of relevant legislation and policies related to land development, including understanding of municipal levies, recoveries, and cost sharing practices.
- Highly motivated and driven to develop, maintain and improve operational effectiveness.
- Experience working with the Microsoft Office suite including Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, and Teams.
- Experience working with a project management software, such as Microsoft Project.
- Valid driver's license and personal vehicle.

Interested applicants are invited to apply by sending a current resume and cover letter to careers@cedarcoast.com. Only those selected for an interview will be contacted.