

AQUILINI

POSITION: Development Coordinator
DIVISION: Aquilini Development & Construction
DEPARTMENT: Development
REPORTS TO: Vice President, Development
OF POSITIONS: 2 (1 Permanent Full-time and 1 Contract Full-time)
LOCATION: Vancouver, BC

SUMMARY:

Aquilini Development & Construction is looking to bring onboard 2 Development Coordinators to join its growing Development Team. As the Development Coordinator, there is opportunity for great exposure to interesting projects, master planning, and the overall development phases.

Working with the Development Team, the Development Coordinator will be involved in many aspects of the development of projects for AD to help ensure the Development Team meets the highest standards for quality, timeliness and control. Responsibilities will include, but not limited to, support for the approvals process, support for the administration of key deliverables such as project reports, correspondence for the municipal process, project coordination and deliverables, schedules and assisting with the coordination of request for proposals, CSA's, PO's and Co's.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Other duties may be assigned from time to time)

- **Department Organization/Internal Processes/Consultant Contract Management**
 - Prepare all cheque requisitions, RFPs, contracts, meeting minutes and consultant communication and administration, including preparing and tracking all PO's, CO's, and CSA's and ensure they are executed in a timely manner
 - Ensure department file management systems are up to date
 - Market, Municipal Media and Council Meeting Monitoring and Reporting
 - Coordinate project reviews and assist in preparing reports
 - Assist in the management of monthly invoices
 - Ensure Consultant Certificates of Insurance are in receipt and current
 - Assist with partner project presentations and reporting
- **Development Approvals/Drawings**
 - Assist in obtaining municipal permits, satisfying municipal policies (housing agreement, public art, sustainability efforts, etc.) and preparing for public consultations events.
 - Assist DM in the design and approvals process, including rezoning, development permits, OCP amendments, and all related government and outside agency approvals
 - Review and monitor consultant deliverables, including architectural and engineering plans, requests for information, construction budgets and scheduling
 - Miscellaneous letters/reports

- **Acquisition Analysis**
 - Provide input on the creation of financial proformas related to potential investment opportunities, including property analysis
 - Assist the preparation of market and property summaries in order to review and evaluate new investment opportunities in all asset classes
 - Complete market research, including market trends and transactions, to inform decision making

- **Legal Matters**
 - Responsible for the coordination and preparation of Disclosure Statements & Amendments
 - Work closely with municipalities, lawyers, DM, Sales team and Customer Care ensure deliverables and timelines are met
 - Coordinate and assist DM with lot consolidations, subdivisions, airspace parcels, Form P Phased Strata Plan Declarations
 - Assist DM with ensuring all legal agreements and approvals are met as per project schedules
 - Assist DM/CM with all Lease Agreements ensuring that they are entered into by the Strata Corporation (i.e. enter phone/security systems, fitness equipment)
 - Assist VP Sales in the preparation of Offer to Purchase and Agreement of Sales contracts
 - Assist DM with the preparation and monitoring of Legal Budgets
 - Day-to-Day technical legal questions & issues

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Multi-family and mixed-use real estate projects
- Basic understanding of overall development and legal process
- Education and background in Commerce, Urban Land Economics, Architecture or Engineering
- Keen interest in the real estate development industry
- A team player with professional written & verbal communication skills and interpersonal skills
- A proven self-starter who learns quickly
- Excellent organizational skills with the ability to simultaneously manage multiple projects
- Highly methodical with strong attention to detail
- Strong work ethic with a proven ability to produce quality materials while meeting all deadlines.
- Unquestionable integrity
- Excellent people skills, with an ability to work closely and cooperatively with internal and external clients at all levels
- Proven ability to work under pressure while juggling multiple tasks simultaneously
- Strong problem solving skills, including the ability to analyze current business problems and implement recommended solutions
- MS Office (Word, Excel, PowerPoint, Outlook); Adobe Acrobat X Standard)

Interested, qualified candidates are invited to submit their resume directly through our website: [Development Coordinator Application](#). This position will remain open until filled.