



COORDINATOR, DEVELOPMENT

Location: Vancouver, B.C.

ABOUT THE ROLE

Reporting to the Development Manager and the Senior Vice President of Development, the Development Coordinator is an integral part of the Development Team. This individual 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. As a detailed and results-oriented individual with exceptional organizational skills, you will work on a wide range of multi-use developments, including commercial and multi-family communities in the Lower Mainland.

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. 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.

What You'll Do

- Provide assistance in feasibility analysis, financial review, pro forma creation and modification; invoicing, appraisals and cash flow projects;
- Prepare data for studies on local markets and other regions as directed by the SVP Development and summarize updates from 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; prepare Consultant budgets and retaining letters for SVP approval.
- Liaise with integrated company groups such as sales, marketing, and finance, as well as regular communication with our construction management firms;

- 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 with public open houses, sales launches, product tours and other events;
- Assist Development Managers in preparing and securing all regulatory approvals, including rezoning development and building approval as required;
- Administrative work – including, but not limited to: project documentation, filing, handling courier and printing orders, general office tasks, data entry, coding and processing monthly invoices, etc.
- Provide assistance 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;
- Utilize exceptional interpersonal and communication skills to foster excellent relationships with consultants, municipal staff, the public and other interest groups.
- 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.

QUALIFICATIONS

Training and Experience

- Minimum undergraduate degree in Architecture, Commerce/Business, Urban Land Economics, Urban Planning, Real Estate Development and/or Civil Engineering.

Knowledge, Skills and Abilities

- 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;
- Excellent written & oral communication skills for a wide variety of audiences and stakeholder groups;
- Strong analytical skills;
- Strong computer skills and proficiency in Microsoft Office Suite;
- Passion for real estate and strong interest and comprehension of urban design.

ABOUT LEDINGHAM MCALLISTER

Ledingham McAllister is a leading real estate development company with over 115 years of successful building and construction in British Columbia. Commitment, integrity and performance are the hallmarks of our company with the recent completion of 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 phase 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.

How to Apply

To explore this exciting opportunity further, individuals meeting the above-mentioned criteria are encouraged to submit their resume and cover letter to stevejed@ledmac.com. Please include "Development Coordinator" in the subject line of your email. While we thank all candidates for their interest, only select individuals will be contacted. No phone calls, please.