



W A N S O N G R O U P

# Development Assistant

## Overview

Wanson Development has been a multi-family developer in Lower Mainland since 1996, We pride ourselves and are fully dedicated to building innovated and livable homes that are of great value for our customers and stakeholders.

Over the past few years, Wanson has experienced considerable growth and are now positioned to launch approximately a thousand condo units over the next five years. We are seeking a Development Assistant to join our Team who possesses strong organizational and communication skills; is detail oriented; and has a driven work ethic. Most importantly, we are looking for candidate who is passionate about the development industry.

This position offers a competitive compensation package with benefits and offers the successful candidate growth within the company with the potential to be promoted to a Development Manager in time.

## Key Responsibility

- Project Planning Stage:
  - Support the Development Manager in the land acquisition and rezoning process including market research; estimating municipal fees and charges; due diligence studies; and the formation of a consultant team.
  - Coordinate Disclosure Statements; insurance; legal work; survey plans; new home warranty applications; and similar administrative development documentation.
  - Assist the Development Manager with permit applications and municipal servicing agreements.
  - Assist the Development Manager to prepare project progress reports to all stakeholders.
- Marketing Stage:
  - Organize Purchase and Sale agreement electronically.
  - Assist the Development Manager to liaise with marketing team.
- Construction Stage:
  - Ensure construction specifications such as color schemes, parking stalls, EV stalls and storage lockers, comply with the Marketing Feature Sheet standards and the specifications outlined in the Purchase and Sale Agreement.

- Maintain construction insurance.
- Liaise with utility companies, such as Hydro, Telus, Shaw, on all servicing contracts, metering and hook up schedules.
- Completion Stage
  - Obtain and file all required items for project handover from the General Contractor, including homeowner manuals, warranty documents, door keys, remote control fobs, and mailbox key prior to move-in.
  - Assign parking stalls and storage lockers for all units,
  - Liaise with legal counsel on all conveyancing matters.
  - Schedule buyer Walk-Thrus, Completions and Move-Ins.
  - Lead all matters dealing with the Strata including handling strata documents, contracts, warranty, insurance, and attending the first AGM on behalf of developer.
- Post Construction Stage
  - Track all new home warranty bonds and recover municipal servicing bonds and letters of credit.
  - Support the Construction Manager and the Development Manager in ensuring all deficiencies are repaired and completed in timely and professional manner and address all disputes pertaining to warranty.
  - Collect and file as-built drawings, plans, reports, manuals, contracts, warranty agreements for future reference.

### Required Skills

- Post-Secondary education with a minimum 2 to 3 years of related work experience.
- A diploma in real estate or a related field is an asset.
- Good communication skills and an ability to work independently and collaboratively, coordinating with all stakeholders, consultants, and contractors.
- A team-player driven by a strong work ethic.
- Proven track record of being detail oriented.
- Proven ability to multitask effectively.
- Driver's License

Interested, qualified candidates are invited to submit their resume directly to [dli@wanson.ca](mailto:dli@wanson.ca)