

## Assistant Development Manager

Boffo Developments Ltd, one of BC's most respected developers, has an exciting opportunity for a qualified individual to join our development team. Over the past 50 years, Boffo has built thousands of homes and has earned a reputation for developing exceptional residential communities throughout the Lower Mainland.

Boffo is hiring an Assistant Development Manager who will play a key role focused on exceptional space planning and innovating design, targeted towards discerning homeowners who appreciate their attention to detail.

### Responsibilities include:

- Coordinating all design consultants, project budgets and schedules.
- Obtaining municipal permits, satisfying municipal policies, and preparing for public consultation events.
- Drawing and specification review, coordination, and filing.
- Consultant organization and communication (RFPs, contracts, meetings, deliverables, contracts etc).
- Assisting with project legal matters (housing agreements, easements, right of ways, bylaws, strata plans, disclosure statements, air space parcels, etc.).
- Market, product and specification review, coordination, and filing.
- Staying informed on market trends, innovations and research that affect Boffo's business.
- Due diligence for potential development sites.

### Requirements include:

- Three plus years of direct experience working in a real estate development company. Experience in multi-family residential is an asset.
- Undergraduate degree in Commerce/Business, Urban Land Economics, Architecture, Planning/Design or Engineering or similar.
- Experience in the analysis, acquisition, entitlement, development, and marketing of residential projects.
- Ability to read and understand plans and specifications.
- Full proficiency in Microsoft Office and ideally PDF management software (Bluebeam). Proficiency in AutoCAD is an asset.
- Strong organizational, time management and communication skills.
- Experience working as a team and collaborating in a positive manner to achieve project objectives in a timely manner.
- Highly motivated, organized and driven to execute on project team goals and directives.

If this role describes you, please submit your resume and cover letter to [careers@boffo.ca](mailto:careers@boffo.ca).

For a company overview visit [boffo.ca](http://boffo.ca)

**We thank all applicants for their interest, however only those selected for an interview will be contacted.**

**If you have already submitted your application for the previously posted Development Coordinator posting, there is no need to reapply as we have simply reconfigured this new role.**