

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 a 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:

- Four plus years of development experience, ideally working on mid to high-rise residential towers.
- 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.

For a company overview visit 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 Assistant Development Manager posting, there is no need to reapply as we have simply reconfigured this new role.