



DEVELOPMENT COORDINATOR

COMPANY

Imani Development is a real estate development firm based in Vancouver, BC. With a history spanning more than 30 years, the company's portfolio ranges from land assembly to medium density townhome projects, multi-family wood-frame condominiums, and concrete high-rise mixed-use developments.

ROLE TITLE

- Development Coordinator

REPORTS TO

- President
- Director of Development

POSITION OVERVIEW

Imani Development is seeking a Development Coordinator to join our development group in a support role. This role requires a highly organized individual who thrives in a multi-tasking environment with multiple projects, critical deadlines, and a variety of stakeholders. With the prospect of maturing into the role of Development Manager, this is an excellent opportunity to work with a small team of experienced professionals on an exciting and varied portfolio of developments.

SKILL REQUIREMENTS

- Background in the development, architecture, or construction industries, with a minimum of 3 years related work experience.
- Keen interest in the real estate development industry.
- Strong work ethic with a proven ability to produce quality material while meeting all deadlines.
- A team player with excellent written and verbal interpersonal communication skills.
- Analytic skills – able to compare data, information and crunch numbers.
- Computer proficiency, including spreadsheets and word processing.
- A post-secondary degree in a related field would be an asset.



RESPONSIBILITIES

- Research and due diligence for potential development sites.
- Assist with daily management of consultants, contractors, and suppliers.
- Undertake market, product and service research and data collection as needed.
- Assist with drawing and specification review, coordination, and filing.
- Prepare a variety of internal and external reports and presentations as required.
- Coordinate and liaising with consultants, municipal staff, legal and other project stakeholders.
- Assist with city applications (assembling material, ensure all conditions are being met, request required drawings/reports from the consultant team).
- Track and monitor all required approvals to ensure timely processing and completion.
- Organize and participate in public information meetings.
- Liaise with Sales and Marketing to build a project suite matrix for reference in sales/leasing and for use in construction suite finishing.
- Assist the Development, Operations and Sales Teams as needed during sales launch and project closeout.
- Administration of the Homeowner Protection Office Warranty requirements.
- Assist with preparing projects for delivery, including key schedules, access control plans and programming, suite deliveries, residential storage, bike storage and parking assignments.
- Assist with creating and tracking documents and checklists.
- Provide general administrative support to the team i.e. preparing correspondence, coordinate and minute meetings, managing and maintaining development files, etc.
- Assist with cheque requisitions, invoice reviews, payments, and related financial tasks.
- Assist with warranty related tasks on previous projects.
- Assist with miscellaneous tasks related to previous, current, and future development projects.
- Additional related duties as required.

Imani Development offers competitive wages and benefits, including extended health, vision and dental. Individuals meeting the criteria above are encouraged to submit their resume and cover letter in confidence to info@imanidevelopment.ca. Please include "Development Coordinator" in the subject line. While we thank all candidates for their interest, only those selected for follow-up will be contacted.