

Century Group is a BC-based, family-owned, mixed-use real estate development and construction company in business for 60 years. In addition to development, Century Group owns and manages a diverse portfolio of operating businesses, which includes apartment rentals, retail and commercial leasing, hospitality and seniors living.

Be part of Century Group where our people are engaged in our core values of community, collaboration and creativity.

Assistant Project Manager, Development

Century Group Lands Corporation is now seeking an Assistant Project Manager, Development to work closely with the Vice President, Development and the Development team.

POSITION SUMMARY

Reporting to the Vice President, Development and collaborating with Project Managers and senior management team, the primary focus of the Assistant Project Manager, Development is to be involved in and provide support at various stages of project management for development projects from acquisitions to construction completion and delivery.

KEY ACCOUNTABILITIES

1. Assists the Project Manager in creating and maintaining proformas, line-item budgets, project briefs, charters and schedules
2. Collaborates with Revenue Properties and other internal stakeholders to define project program requirements; supports market and technical research
3. Liaises and meets with municipal staff throughout entitlements process; monitors municipal requirements, communication and negotiations
4. Supports and coordinates legal requirements for full development life cycle, including encumbrances review, land consolidation, disclosure statements, legal subdivision, strata plans, conveyancing and bylaw variance applications, as applicable
5. Procures design team, monitors consultants' scopes, deliverables and progress payments
6. Coordinates design team requirements and communication as necessary, to ensure project goals are achieved and program requirements are met; contributes to design reviews
7. Assists with forecasting, loan monitoring and related administration
8. Administration of commitments and changes, and other design and construction management requirements as necessary
9. Attends construction coordination meetings and site reviews; coordinates and tracks accuracy, quality and timing of deliverables as needed
10. Collaborates with the Accounting Department on project financial and insurance requirements

11. Maintains excellent relations with municipal staff, financial institutions, consultants, contractors and purchasers; represents Century Group in a professional manner

EDUCATION & EXPERIENCE

- A Business Administration Degree or Diploma is required
- Minimum of 5 years' recent experience in the development industry; or an equivalent combination of education, training and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to work with constantly changing priorities and to manage multiple projects simultaneously
- Self-motivated, energetic and keenly interested in all aspects of the development process
- Thrives on paying attention to detail in a fast paced, dynamic work environment
- Must have exceptional communication skills, both verbal and written
- Expertise with Google Suite required. Knowledge of Procore and Argus is required.

WE OFFER

Competitive pay, Extended Health & Dental, Group Life Insurance, Long Term Disability, AD&D, Pension Plan, RRSP, Training & Career Development.

APPLICATIONS

Please apply online at <https://centurygroup.ca/about-us/join-our-team/current-opportunities> with a Resume and cover letter outlining how your experience has prepared you for this role.