

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.

Development Coordinator

Century Group Lands Corporation is now seeking a Development Coordinator to join our Development team!

POSITION SUMMARY

Reporting to the Vice President Development and working closely with the Development Team, the Development Coordinator is involved in all stages of project development, from land acquisition to the post-construction and warranty period.

KEY ACCOUNTABILITIES

1. Provides administrative support to the Development Team in all aspects of project management.
2. Processes, and monitors progress and compliance with, consulting and other contracts.
3. Monitors progress on project budgets, handles accounts payable coding, prepares reports on and liaises with the Finance Department on project budgets and accounts.
4. Coordinates all project insurance coverage, tracks all letters of credit, refundable deposits and fees paid for municipal permits.
5. Attends consultants' meetings, prepares minutes and prepares follow up in consultation with Project Managers.
6. Provides support to the Development Team in the preparation of applications, reports, presentations, proposals, and governance documents and generally ensures information is available and is organized for the Development Team.
7. Ensures that all necessary tasks and deadlines for each project are realized in an efficient and timely manner.
8. Responsible for day-to-day departmental administrative tasks, including processing expense claims and file maintenance.

EDUCATION & EXPERIENCE

- Minimum Grade 12 plus Business Administration Diploma or Degree
- Experience in the development industry is required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to work with constantly changing priorities and to manage multiple projects simultaneously
- Must have exceptional customer service and communication skills, both verbal and written
- Must have demonstrated problem solving abilities
- Self-motivated, energetic and keenly interested in all aspects of the project development process
- Thrives on paying attention to detail in a fast paced, dynamic work environment
- Expertise with G Suite 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.