



DEVELOPMENT-PROJECT MANAGER

ABOUT US

Zenterra Developments is a local real estate development company located in South Surrey, BC. With over 20 years of diverse experience in construction, land development, and real estate, Zenterra is a group of companies with great opportunities for growth and career advancement.

Be part of Zenterra's Developments where our people are engaged in our core values of **community, collaboration, and creativity**.

Development/Project Manager

Zenterra's Developments is now seeking an experienced and hardworking Development/Project Manager to join our team!

Reporting to the President the Development/Project Manager is responsible for successfully managing specific projects and collaborates with internal and external business partners. As a Development/Project manager, you will be counted on to juggle many projects, collaborate, create, and plan with inspired professionals that are committed to building award winning communities.

We work hard. We work smart. We work in teams. We challenge the status quo and have fun doing it. We believe in developing our people to maximize their potential.

Key Accountabilities

Responsibilities include but are not limited to:

- Conducting site feasibility analysis and due diligence on lands prior to subject removal of a purchase agreement
- Managing all development aspects of specific project as assigned.
- Preparing and updating project proformas regularly to ensure accurate budget reporting. Managing consultant budgets, municipal fee budgets, and civil servicing scopes.
- Selecting, engaging, and managing all consultants through design development and approvals.
- Securing approvals and entitlements, including all necessary development, and building approvals from municipal authorities. Managing development schedules to achieve timely municipal approvals.
- Liaising with Construction and Sales & Marketing teams to ensure proactive collaboration and communication.
- Maintaining a thorough knowledge of building and planning initiatives and fostering positive relationships with municipal staff.

Ideal Requirements:

- Bachelor's Degree in Commerce, Urban Economics, or City Planning. Minimum 5 years urban planning, development, project management experience in the real estate Development industry. Preferable in Metro Vancouver.
- Strong computer skills including Outlook, Word, especially Excel. Previous experience using MS Project, Bluebeam and AutoCAD will be considered an asset.

Required Knowledge, Skills and Abilities

- Strong leadership skills to motivate and assist the design team from post Bldg. Permit process to Issued for Construction (IFC's) drawings.
- Familiar with contract administration and budget commitment management.
- Awareness and interest in construction methodology and step-code requirements
- Strong verbal and written communication and organization skills

WE OFFER

If you meet these requirements, please submit your resume and cover letter by email. Please include **Development/Project Manager** in the subject line. We thank all applicants; however, only short-listed candidates will be contacted. No third parties. Thank you.