



Job Description

Position: **Development Coordinator**

Date: May 2022

Ledingham McAllister is a leading entrepreneurial and well-established real estate development company. Our company has 120 years of successful building and construction in British Columbia. Commitment, integrity and performance are hallmarks of our company, having completed various master-planned communities and projects such as Escala, Seasons, Century, Waterscapes, and, underway, Southgate City. In addition to our master-planned communities, we are in the construction and planning stage of over 20 projects encompassing commercial, mixed-use and residential projects, with the potential to build over 19,000 residential units and 4 million square feet of commercial space.

The Development Coordinator is a proven results-oriented, detailed, meticulous individual with exceptional organizational skills who will assist on a wide range of multi-use developments, including commercial and particularly multi-family communities in the Lower Mainland. This highly motivated individual shall develop and improve upon skills and experience in the following areas and be expected to perform related responsibilities on our growing team.

SPECIFIC RESPONSIBILITIES

- assist in feasibility analysis, financial review, pro forma creation and modification;
- assist financial and executive groups in regards to invoicing, appraisals and cash flow projects;
- prepare data for studies on local markets and other regions;
- coordinate consultants to collect current market info for new products and resales;
- collect/summarize monthly updates from TRAC, MLS Exchange program, and city websites for Rezoning and Development application data regarding competitor product and instream development applications;
- prepare and review disclosure statements and addendums, purchase and sale agreements, and other legal documentation critical to the sales program;
- assist, facilitate and coordinate project consultants, trades and construction managers; liaise with city staff and other key stakeholders throughout the project schedule; attend site and office meetings, prepare minutes; improve project flow;

- review and monitor architectural and engineering plans, requests for information, construction budgets and scheduling; troubleshooting during the construction process; acquire necessary details and information from consultants;
- liaise with integrated company groups such as sales, marketing, and finance, as well as regular communication with our construction management firms;
- assist the Development Managers in preparing and securing all regulatory approvals, including rezoning development and building approval as required;
- prepare Consultant budgets and retaining letters for approval;
- managing and organizing project documentation;
- assisting with public open houses, sales launches, product tours and other event planning;

SKILLS

- ability to collaborate in a team environment to implement development and construction schedule & plans in accordance to project requirements;
- desire for a thorough understanding of local municipal planning and development guidelines & policies;
- planning, organization, implementation skills;
- develop excellent written and oral communication skills;
- strong analytical skills;
- data skills (excel, word, project manager, etc.);
- design abilities, strong interest and comprehension of urban design;
- industry interest and comprehension

QUALITIES

- University or college degree in Architecture/Engineering/Business/Urban Land Economics preferred;
- quick learner and intuitive;
- motivate with a desire to improve self and those around you;
- detail-oriented;
- personable, presentable;
- rational thinker.

To explore this exciting opportunity further, individuals meeting the criteria mentioned above are encouraged to submit their resume with a cover letter to: careers@ledmac.com

No phone calls, please.