



Development Coordinator

Nonni Property Group is a private family-owned company based in Vancouver, British Columbia. We are an investor, owner, manager and developer of real estate with a portfolio in Western Canada comprised of industrial, commercial, and residential buildings.

Our passion for real estate is the secret to our success. Our company has proudly transformed communities and investment portfolios by focusing on quality, strategy, and innovation. As developers and investors, we lead with in-depth knowledge and inherent intuition. Some of our current work involves Industrial, wood frame residential and concrete residential projects.

Due to the significant growth in the company as well as strong capitalization and further acquisitions planned, we have the opportunity for a highly motivated Development Coordinator to join the team.

Responsibilities

- Assist, facilitate, and coordinate project Consultants,
- Assist in preparing and securing all regulatory approvals,
- Prepare a variety of internal and external reports and presentations,
- Assist with drawing and specification reviews, coordination, value engineering, budgets, and scheduling,
- Assist with preparing projects for delivery to Clients,
- Assist in the preparation of consultant budgets and retaining letters,
- Manage and organize project documentation.

Requirements

- Background in development, architecture, engineering, or construction with a minimum of 3 years of related work experience
- University or college degree in Architecture/Engineering/ Building Technology/ Project management required,
- Quick and intuitive learner.

This role is ideal for a candidate wanting to get mentored and for someone who likes a challenging and team-oriented environment. The company will provide support and further education to enhance the role.

We thank all applicants; however, only qualified candidates will be contacted.

For more information or to apply, please send an email to daniela@taylorryan.com