

Assistant Development & Construction Manager

Company Overview:

Madison Pacific Properties Inc. (TSE: MPC, MPC.C) proudly owns, manages and develops high quality commercial real estate assets. These industrial, retail and office projects are primarily located in Metro Vancouver. Established in Vancouver in 1998, Madison Pacific owns and manages over 1.8 million square feet of real estate assets. The company places emphasis on strong landlord-tenant relations, and has established an excellent reputation for its professionalism and quality product.

Key Responsibilities:

The full time position reports directly to the Vice-President, Development and provides support and services to the development and acquisition team including the following responsibilities:

- Assist in managing numerous projects in various stages of development and construction
- Support communication with municipalities, property managers, brokers, tenants and partners
- Assist in the design and approvals process, including rezoning, development permits, OCP amendments, and all related government and outside agency approvals
- Coordinate RFP process and assist with engagement of design teams
- Liaise with and coordinate external consultants (legal, architect, landscape architect, survey, civil, geotechnical, etc.) and provide timely feedback
- Coordinate construction tender process and assist with review and recommendation for award
- Monitor and track project progress and status with hands on management of general contractors and trades
- Conduct site inspections and attend project and site meetings
- Initiate value engineering and assess change orders requested by contractors
- Prepare project invoices for processing, cash flow forecasts and financial status reports
- Update knowledge to remain current on relevant municipal bylaw changes, community plans, development and building regulations and impacts to various projects
- Assist acquisition team in assessing the potential of new properties including acquisition investment analysis, market analysis, proformas and due diligence
- Attend industry and community events to represent the company as required
- Other responsibilities as required

Qualifications:

- A minimum of 5+ years of relevant work experience in the development of either industrial, commercial, multi-family, office or mixed use projects.
- Relevant post-secondary education and background in either Commerce, Urban Land Economics, Architecture, Construction or Engineering. A related field of study or equivalent work experience will be considered.
- Local market knowledge (Lower Mainland) and passion for real estate development

Desired Skills and Experience:

The ideal candidate is self-motivated, energetic, detail-attentive with a strong initiative to take on a wide variety of tasks. The candidate should possess the ability to effectively communicate with a wide variety of stakeholders while building trusting relationships. The candidate has proven capabilities in multi-tasking, problem solving and prioritizing workloads.

- Exceptional written and oral communication skills
- Excellent people skills, with an ability to work closely and cooperatively with internal and external clients at all levels
- Knowledge and understanding of varying construction techniques and methodologies
- Solid understanding of economic and investment fundamentals
- Proficiency with MS Office products (Word, Excel, Outlook, Powerpoint)
- Recognized analytical and research skills
- A strong work ethic and attention to detail with a proven ability to produce quality results while meeting deadlines with minimal supervision
- The ability to work well within a team environment
- The ability to travel throughout the lower mainland with access to your own vehicle
- A proven self-starter who learns quickly
- Unquestionable integrity

To Apply:

Candidates meeting the above criteria are encouraged to submit their resume with a formal cover letter to reception@madisonpacific.ca. While we thank all applicants for their interest, only those that best fit the position requirements will be contacted.

The closing date is November 30th, 2017.