



## DEVELOPMENT COORDINATOR

Victoria, BC

On behalf of our client, **Don Mann Excavating**, we are searching for an enthusiastic **Development Coordinator** to join their growing team. This is a permanent, full-time position.

As a third generation, family business, Don Mann Excavating is one of Victoria's largest and most well-respected excavation companies. The success of the company has been built on providing dependable service and quality workmanship, while exceeding customers' expectations. Don Mann caters to commercial and residential customers in and around Victoria, BC.

This individual will be involved in supporting the Development Manager (DM) in all aspects of the real estate development process, including coordination of the entitlement process, confirming the municipal approvals are processed, working directly with consultants, supporting budget preparation, pro-formas & schedules, keeping projects on track, ensuring all legal agreements are completed, working with surveyors on strata plans, and filing disclosure statements. This position will also ensure projects are onside with applicable regulations when selling, communicating with internal/external teams including land, finance, sales and marketing construction, and home owner care. The Development Coordinator may be present during construction to ensure that the vision is being executed and the drawings are being followed.

In the role of **Development Coordinator**, you can expect to be involved in a wide range of activities to support the Development Manager including:

- Compiling, reviewing and organizing all project documents both physically and electronically;
- Assisting the DM by working as a liaison between several professionals, e.g. Consultants, Architects, Engineers, Lawyers, Accountants and Marketers, including scheduling and overseeing deliverables in order to ensure deadlines are met;
- Producing weekly & monthly progress reports;
- Attending various meetings, possibly attendance of council and community meetings;
- Organizing and running community consultation meetings; and
- Complete other tasks as they arise.

### THE IDEAL CANDIDATE BRINGS:

- Previous experience in a role within the real estate industry and a passion for the development business;
- BCIT Marketing Management for Real Estate Diploma, or Diploma of Urban Land with Development Specialization, or Bachelor of Commerce with focus in Real Estate, or equivalent combination of education and experience;
- Experience working with commercial and industrial properties;



- Excellent computer skills and proficiency in Word and Excel. Microsoft Project would be an asset;
- Understanding of real estate contract documentation, construction and project management principles;
- Hard working and energetic, and able to thrive in a fast-paced, high-pressure environment;
- A self-starter who demonstrates initiative and is comfortable working within a team and independently; and
- Confidence in managing multiple priorities and highly organized with keen attention to detail.

Working closely with various professionals, this represents an excellent platform to grow your career and enjoy a competitive salary and benefits package commensurate with your education and experience.

You know you are winning in this role when the development projects you are involved with are completed on time and on budget.

**HOW TO APPLY:**

Qualified applicants are encouraged to apply in confidence to [careers@tallsky.ca](mailto:careers@tallsky.ca) with a resume, and cover letter that clearly indicates exactly how your education and experience meet each of the requirements of this position, and lists your salary expectations. Applications will be accepted until **February 23, 2018**.

*We thank all applicants; however, only those selected for further consideration will be contacted.*