

Position Profile

Job Title: Development Coordinator
Reports To: Senior Development Manager, Development
Department: Portfolios

Position Summary

Assist Directors and Development Managers in all facets of the land development process including providing administrative support, as required, with a high level of accuracy.

Responsibilities:

- Support and assist in preparing, submitting, obtaining official plan amendments, zoning by-law amendments, site plan applications/ approvals, building permits, and minor variance applications for various projects;
- Track status of all above mentioned applications/submissions;
- Organize and prepare for team meetings, prepare meeting minutes as required, responsibility for preparing and updating project status reports;
- Coordinate with internal leasing, engineering and construction departments;
- Assist in due diligence process of prospective acquisitions/sales;
- Provide support as required in relation to Joint Venture partnerships;
- Maintain information flow within the team including regular reporting, scheduling and coordinating meetings;
- Liaise with A/P department to follow up on outstanding payments and invoices;
- Prepare and assist in setting up POs and budgets
- Prepare and provide demographic, and competition information;
- Coordinate the provision, reduction and retrieval of letters of credit;
- Track status of applications in proximity of properties responsible for and monitor council agendas;
- Track all information pertaining to neighbouring properties (i.e. land sales, policy changes, etc.);
- Anticipate potential issues and take a proactive approach in all facets of the role.

Academic/Professional Requirements:

- Bachelor's degree in Business, Urban Planning, Urban Land Economics, or related field.

Required Skills/Experience:

- 1-3 years' experience in a real estate related field;
- Excellent organizational abilities;
- Ability to multi-task, self-manage and prioritize work;
- Excellent oral and written communication skills. Must possess the ability to effectively communicate across all levels of management within the Company as well as outside the organization;
- Proficient in MS Word, Power Point and Excel. Acrobat or Illustrator experience would be an asset.