

## Development Coordinator / Senior Development Coordinator

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### Summary:

Townline is currently seeking a Development Coordinator or Senior Development Coordinator to join the Development Team.

The Development Coordinator or Senior Development Coordinator (depending on experience) is an integral part of the Development Team, reporting directly to the Development Managers and Senior Director, Development who oversee the various development projects that Townline has on the go, from the point of site acquisition, approvals, sales and through to the completion of construction.

### About Townline:

Townline is a Real Estate development company primarily focused in the Lower Mainland and Vancouver Island. Our development and construction portfolios are diverse and consist of mixed-use multi-family and commercial construction.

We are a well-rounded company with proven teams specialized in the areas of Development, Affordable Housing, Finance, Acquisitions, Construction, Sales, Marketing and Customer Care all housed under one roof.

We offer ample opportunities for growth and development, a competitive compensation package, an industry leading Development Coordinator bonus program, a comprehensive health benefits program and an on-site gym/wellness centre. As well, our office is conveniently located right on the Canada Line at Marine Gateway.

### Duties & Responsibilities of a Development Coordinator include but are not limited to:

- Primarily supporting the Development Managers with day-to-day development tasks and assisting with driving the development process
- Assisting the Senior Director, Development as required
- Coordinating and participating in meetings with the Marketing & Construction Departments
- Liaising with Townline's Accounting Department and Consultant Teams to process and track monthly billings and project budgets
- Assisting with the direction of the architectural & engineering teams



- Assisting with the review and preparation of development proformas and project budgeting
- Assisting with the review and execution of various legal agreements
- Researching and reporting on local policy changes and market information
- Assisting the Development Managers with contract reviews and requests for proposals
- Assisting with preparation and review of disclosure statements, purchase and sales agreements, and other required addenda
- Weekly meetings with the Development Managers to provide updates on tasks and project timelines
- Various administrative tasks as needed
- Maintaining up-to-date project files
- Adhering to Townline's processes and policies and the continual improvements of same

### Skills & Requirements:

- A relevant post-secondary degree or diploma preferably in Urban Land Economics, Architecture, Finance, Engineering, Interior Design or related field
- Additional development related experience is considered an asset.
- A qualified Senior Development Coordinator will have at least 2 years of experience working as a development coordinator in the industry.
- Exceptional written and oral communication skills
- A team player who works well in a collaborative environment
- Recognized analytical and research skills
- The ability to handle a substantial workload, multitask, and prioritize in a fast-paced environment
- A creative thinker and effective problem solver
- A strong work ethic, attention to detail and excellent organizational skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.), experience in Microsoft Project is considered an asset.
- A self-starter with a keen interest in the real estate development industry
- A willingness to ask questions and find solutions
- This role often requires frequent travel within the Lower Mainland. A valid drivers license is preferred

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