



Woodbridge Homes is seeking an experienced and highly motivated **Development Coordinator (Junior to Senior Level)** to join us!

**About Woodbridge:**

Woodbridge is a Vancouver-based developer with over one thousand units across six projects in our immediate pipeline. With over three decades of experience, we specialize in designing and building desirable multifamily homes in emerging areas of the Lower Mainland that are within the price point of local buyers and renters. The result is vibrant, livable communities where residents can truly thrive. At Woodbridge, building quality homes isn't just what we do - it's who we are.

Woodbridge believes in being a good corporate citizen, which is why we continue to give back to the wider community and organize opportunities for our employees to participate in volunteer work and community engagement.

**The Role:**

Reporting to the Vice President of Development, the Development Coordinator will provide support to development team members throughout all phases of the development lifecycle—from project initiation through to completion.

This role is ideal for a detail-oriented and proactive individual who thrives in a fast-paced environment and enjoys working collaboratively with internal teams, consultants, municipal stakeholders and has a strong desire to grow their career. The successful candidate will play a key role in coordinating approvals, managing documentation, supporting project delivery, and contributing to the overall success of Woodbridge's development projects.

This is a full-time, fully on-site position.

**Location:** Our recently constructed office building (320 Granville) is conveniently located next to waterfront station in downtown Vancouver. Amenities include bike storage room, gym, showers, large lounge and roof top deck space.

**Responsibilities:**

**Project Coordination & Approvals**

- Support the entitlement process including development applications, preparation of submission materials, schedules and coordinating required drawings, reports, and specifications



- Track, monitor, and follow up on municipal approvals to ensure timely processing and compliance with application conditions
- Liaise with municipalities and external stakeholders throughout the approvals process
- Assist with internal approvals

#### **Consultant & Stakeholder Coordination**

- Assist in the coordination and day-to-day management of consultants, contractors, and third-party vendors
- Collaborate with internal teams and external partners to align project goals and deliverables
- Support communication between departments including development, construction, operations, marketing, and sales

#### **Design & Technical Support**

- Assist with drawing and specification review, coordination, and document control
- Support the development team in preparing projects for construction and delivery
- Work alongside development, sales and marketing, and construction teams on design details and interior specifications

#### **Project Administration & Reporting**

- Maintain project schedules, checklists, and documentation systems
- Help prepare internal and external reports, presentations, and meeting materials
- Coordinate meeting logistics, including agendas, materials, and minutes

#### **Research & Market Analysis**

- Conduct municipal approval, market, product, and service research to support project planning and decision-making

#### **Engagement & Project Lifecycle Support**

- Support public engagement initiatives and attend community meetings/events
- Assist during sales launches and project closeout, including preparation of project documentation and owner manuals
- Provide general support across the development, operations, and sales teams as needed

#### **Additional Responsibilities**

- Other related duties as assigned

**Qualifications:**

- Minimum 2–3 years of progressive experience in a development, construction, or related role
- An education or background in Real Estate, Planning, Urban Land Economics, Architecture or Engineering
- Exposure to residential development projects considered an asset
- Understanding of local municipal planning and development guidelines and policies
- Understanding of city permit applications, bylaws, building requirements, community consultation and approvals processes
- Familiarity with drawing review software such as Bluebeam, Autodesk, or similar platforms
- Strong organizational skills with the ability to manage multiple projects and priorities simultaneously
- Excellent communication and interpersonal skills, with the ability to collaborate across all levels of an organization
- Demonstrated analytical and problem-solving abilities
- Ability to work effectively under deadlines and adapt in a dynamic environment
- High level of attention to detail and accountability
- Strong computer skills with proficiency in MS Office (Outlook, Excel, and Word).
- Enthusiasm, drive and genuine passion for real estate

**What we offer:**

- Mentorship and support for your professional development; professional association dues, regular internal and external learning opportunities
- A supportive and collaborative company culture
- A conveniently located and amenity rich workplace
- A comprehensive benefit program (extended health, dental, employee assistance program, long term disability, life insurance and ASI)
- Paid flex time, flex holidays and sick days
- A competitive compensation package, including a base salary in the range of \$55,000-\$90,000, based on experience, plus a discretionary annual bonus

**To apply:**

If this opportunity sounds like a good fit for you, please submit your resume and cover letter in confidence through our website [www.woodbridge.ca](http://www.woodbridge.ca). We thank all applicants for their interest however only those selected for an interview will be contacted.