SEACLIFF
GROUP

Company Profile:

Seacliff Properties Ltd., part of the Seacliff Group, is a privately owned Vancouver-based real estate company with extensive experience in acquiring, developing, and managing a diverse portfolio of assets. The company's portfolio includes both revenue-producing income assets along with a development portfolio comprised of multiple large-scale, master-planned communities across Western Canada. www.seacliffgroup.com

Job Summary:

Seacliff Properties is seeking an organized, proactive and versatile Asset Management & Development Coordinator to join our small team of highly motivated real estate professionals on a 1-year contract to provide maternity leave coverage.

Reporting to the Vice President, Acquisitions & Asset Management, the successful candidate will support all day-to-day aspects of the real estate team on a variety of projects and will be actively involved in all areas of Seacliff's real estate portfolio This is a fantastic opportunity for a hard-working individual looking to build a rewarding career by gaining further exposure to the full lifecycle of real estate activities – from property and asset management to acquisitions, planning and development management – with a highly respected, dynamic organization.

Key Responsibilities:

**Asset & Property Management Support**

- Assist in monitoring asset performance and budgets
- Oversee, assist and coordinate as required in the property management of all portfolio projects
- Assist with the lease-up of projects including lease documentation and administration
- Assist with budget preparation and prepare tenant billings and year-end recoveries and reconciliations
- Support the preparation of financial reports and reforecasting
- Liaise with property managers, leasing agents, and tenants to resolve operational issues
- Conduct market research and analysis to support leasing, valuation, and business planning

**Development Coordination**

- Coordinate consultants, contractors, and municipal submissions
- Track budgets, schedules, and progress reports
- Manage project documentation, meeting minutes, and deficiency lists
- Assist with marketing coordination, special events and customer service

**Research & Administrative Support**

- Participate in due diligence and data gathering for acquisitions and development opportunities
- Maintain organized project and asset management records
- Prepare internal reports, presentations, and communications as required

Position Requirements:

The successful candidate must be a highly organized, detailed oriented self-starter with a passion for real estate and a keen interest in continued learning in the real estate business.

Desired Skills & Experience:

- Bachelor's degree in a business field such as Finance, Real Estate, Urban Land Economics, Economics or Architecture from a College or University.
- 2-4+ years' experience within real estate or related industry is preferred
- Strong analytical, organizational and problem-solving skills
- Must be a detail oriented, self-starter with the ability to manage time without a lot of supervision

Contract Details

- Term: 1 year maternity leave coverage
- Location: Vancouver, B.C. (in-office with potential for limited hybrid flexibility). Regular day-trip travel to the island and some travel to the interior and Alberta also required
- Start Date: January, 2026
- Compensation commensurate with experience

How to Apply:

Please forward your cover letter and resume to info@seacliffgroup.com quoting 'Asset Management and Development Coordinator' in the subject line. We thank all applicants for their interest however only those selected for an interview will be contacted. No phone calls or personnel agencies please.