

DEVELOPMENT ASSISTANT

The Company

UBC Properties Trust (UBCPT) was established in 1988 to build financial legacy and create innovative spaces for learning and living at UBC. We develop, service and lease residential land at UBC to create communities and build UBC's endowment for future generations. We construct and manage rental properties to provide residential, retail and office space to support workforce housing and other academic objectives. We provide project management services to construct institutional buildings for UBC and advise on land use and development. We operate on both the Point Grey campus and UBC Okanagan; and have two property management divisions, Village Gate Homes (UBC staff and faculty rentals) and Wesbrook Properties (market rental).

The Team

The diverse neighbourhoods at UBC allows for our team to develop various asset classes including ground-oriented retail targeting the academic core, retail serving Wesbrook Neighbourhood, office, market rental housing and faculty and staff housing. All rental buildings constructed by UBCPT are managed internally, including both residential and non-residential. The market value of the portfolio is in the region of \$2 billion+. Our portfolio has been growing consistently over the past 20 years, and there is an anticipated push to increase our product delivery in the next few years with more residential, mixed-use and office projects in the pipeline.

Since 2004, the Development team has also managed the development of major institutional projects on UBC's behalf, ranging from academic research, lab and teaching facilities to sports and student housing complexes, ranging in size and value from \$5 million to \$200 million. Over this time, UBCPT has developed 8.6 million square feet of institutional space on the Vancouver and Kelowna campuses with a total project value over \$3 billion. UBCPT currently has institutional projects in various stages of development with a value of over \$2 billion.

The Opportunity

You will work closely with the Development Managers and other team members by providing administrative assistance and support on a day-to-day basis. This position significantly contributes to the overall objective of ensuring UBC projects are efficiently tracked and organized to set the team up for success. You will be responsible for coordinating team meetings, managing contracts status, keeping everyone apprised of meeting times and locations, revising contracts and project documentation, taking meeting minutes and following up on assignments. You are comfortable working in a fast-paced environment and have excellent interpersonal and communication skills. You are comfortable being independent and resourceful to produce high quality work that has been thoroughly self-reviewed. You enjoy solving problems and taking the initiative to improve processes. You take pride in your relationship-building skills and are adaptable and resilient in changing environments.

Key Responsibilities

- You will support the development team in its execution of unique, high profile and challenging projects.
- Prepare, process, and document all project communications. i.e., Request for Proposals (RFP), Letter of Intent (LOI), incoming and outgoing contracts, change orders, and purchase orders.
- Coordinate meeting arrangements, which include calendar invites, audiovisual requirements, meeting documents, catering, booking boardrooms, and attend meetings as requested and produce meeting minutes as needed.
- Organize and maintain project files, databases and subsequently archive project documentation.
- You will manage phone calls, travel arrangements, manage calendars and prepare expense reports.
- Coordinate, procure, and administer Furniture and Signage scopes of work.
- Facilitate the procurement process for a range of consultants and contractors
- Engage in proactive liaison with municipal staff throughout the permitting process, monitoring municipal requirements and facilitating effective communication
- Attend coordination meetings and conduct thorough site reviews, tracking the accuracy, quality, and timing of deliverables to maintain project momentum and standards.
- Cultivate and manage relationships with project contractors, suppliers, and vendors, fostering collaboration and ensuring the timely delivery of materials and services
- Other tasks and duties to support the team as assigned.

Competencies and Qualifications

- Experience in the development or construction industry is an asset.
- Must be proficient in Microsoft Office applications with intermediate to advanced skills level in Microsoft Excel.
- Familiarity with Adobe Acrobat Pro, and the ability to annotate documents.
- Strong written and verbal communication skills, including proofreading.
- Strong organizational skills and the ability to prioritize multiple tasks as needed.
- Be able to self-manage one's time to ensure critical deadlines are always met.
- Ability to solve problems and meet targets with changing parameters.
- Ability to build and maintain relationships with internal and external groups.
- Ability to work independently or as part of a team.
- Adapt and be flexible in a changing, high-energy, and fast-paced environment.
- Demonstrate professionalism and a strong work ethic.
- Present a positive and friendly attitude as a representative of UBC Properties Trust.