

Development Coordinator

Summary:

The Development Coordinator 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.

We are currently seeking a Development Coordinator to support both Townline and TL Housing Solutions Development team on a day-to-day basis, supporting various market and non-market projects.

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

- ▶ Supporting the Development Managers and Vice President of Development with day-to-day development tasks and assisting with driving the development process
- ▶ 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
- ▶ 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.), proficiency in AutoCAD 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 requires frequent driving within the Lower Mainland. A valid drivers license is preferred

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