

Development Coordinator/Analyst

Cape Group is a proud family-run real estate development and construction company that has been shaping the Canadian landscape for over 65 years. Our diverse portfolio includes everything from low-rise and high-rise rental apartments to strata condominiums, senior care housing, industrial business parks and warehouses, commercial office and medical complexes, and shopping centers across Greater Vancouver, Interior/Northern BC, Edmonton, Oregon and Toronto. Cape has conceived, developed and managed more than 2,500 residential units and over 3.5 million square feet of commercial and industrial real estate. Innovation and quality are at the heart of everything we do at Cape. Every project we create, build, and manage aims to leave a lasting, positive impact on local communities making them places where residents are proud to call home. More info can be found at www.capegroup.ca

Position Overview

The Development Coordinator/Analyst at Cape will play a critical role in supporting the development team through all stages of the development process, from initial acquisition through to project completion. Reporting to the Development Manager and Executive Vice President, this position offers an exciting opportunity to gain comprehensive experience in real estate development with a clear path towards a role as a Development Manager.

Duties and Responsibilities

- **Project Support:** Collaborate with the Development Manager to plan, coordinate, and execute real estate development projects from inception through to completion.
- **Documentation Management:** Maintain and organize comprehensive project documentation, including contracts, permits, and reports, ensuring accuracy and accessibility.
- **Research & Analysis:** Conduct thorough research and analysis of bylaws, community and neighborhood plans, and market data to guide strategic decisions during the acquisition and design phases.
- **Permit Application Assistance:** Assist in preparing and submitting permit applications while maintaining communications with city officials, planners, and regulatory bodies.
- **Consultant Coordination:** Draft and manage RFPs for consultants, participate in the evaluation and selection process, and support the coordination of the consultant team.
- **Financial Oversight:** Develop and maintain project schedules, proformas, cash flows, and financial models to ensure accurate financial tracking and forecasting.
- **Meeting Participation:** Actively participate in project coordination, consultant, and design meetings, contributing insights and supporting decision-making processes.
- **Development Accounting & Document Management:** Assist with project accounting, including cost tracking and budgeting, while managing all relevant documentation.
- **Project Completion Support:** Aid in project completion activities such as deficiency walk-throughs, legal administration, and the seamless handover to property management teams or strata.

- **Continuous Learning:** Proactively seek opportunities for professional development, with a focus on urban planning, design and construction management, real estate finance, and communications.

Prerequisites

- A degree in business, urban land economics, urban planning, architecture, engineering, or construction management.
- Experience in real estate development is an asset, but not required; enthusiasm and a willingness to learn are essential.
- High level of attention to detail, and strong organizational skills.
- Proficiency in MS Project, MS Office (Outlook, Word and PowerPoint) and strong skills in Excel. Experience with Bluebeam and SketchUp is a plus.

Our Commitment to You

- Salary – \$75k to \$100k, commensurate with experience.
- Performance-based bonus.
- Annual learning stipend to support professional development.
- A comprehensive extensive group health and dental benefit program
- A fun and inclusive culture supported by all employees.

To be considered for this opportunity, please apply [here](#).