



JOB POSTING

Job req ID: 2095

Title: **Project Coordinator, Real Estate**

Location: **1075 W Georgia St, Vancouver, BC V6E 3C9**

Department: **Real Estate**

Employment status: **16-month Contract**

Hiring Range: **\$65,000 - \$74,000 per year**

Canada Lands Company specializes in real estate development and attractions management. CLC's Vancouver office is advancing award-winning real estate master plans, including the Heather Lands and Jericho Lands, in partnership with the Musqueam, Squamish, and Tsleil-Waututh First Nations. These projects will deliver over 15,000 housing units and various other community benefits, including community and cultural centres, daycares, parks, and affordable housing. CLC Vancouver is seeking a motivated team member who is excited to contribute to these important projects. The Project Coordinator plays an essential role in the CLC organization, contributing to real estate work at the ground level, ensuring that company policies and procedures are met, and contributing to reporting requirements.

PURPOSE OF ROLE:

Under the direction of the **Senior Director, Real Estate; or Director, Real Estate; or Senior Development Manager**, the Project Coordinator coordinates and administers various real estate planning and development tasks over extensive cycles to support project owners (Directors) enabling them to focus more broadly on the fulfillment of the vision, strategy and master plan associated with their respective projects. The Project Coordinator adds value primarily by managing the flow of project-related written and verbal correspondences and by researching, analyzing and processing important documents to advance and maintain project momentum and ensures compliance with Company policies and procedures. The Project Coordinator is a pivotal member of the regional Real Estate team in Vancouver/ British Columbia, performing a broad range of tasks and activities in support of the regional office operations.

KEY FUNCTIONS

1. **Provides support to the Vancouver region in the areas of property acquisitions, master planning, redevelopment, and servicing/construction and provides necessary follow-up to ensure timely completion.**
 - Participates in planning (i.e. physical, regulatory), servicing, and project management reviews/initiatives.



- Assists with the development and coordination of consultant procurement processes.
 - Assists with the direction/work of external multidisciplinary team (contractors, engineers, surveyors, architects, planners, property/leasing managers, etc.) to achieve project objectives.
 - Prepares agendas and takes minutes at internal and external meetings with project partners, stakeholders, consultants, government and the public as required.
 - Follows up with a wide range of stakeholders (e.g. government, public, community associations, other corporations, etc.) to support project development objectives.
 - Assists with the preparation of progress reports and documents for Board submissions, Senior Management, steering committees, and other audiences, as required.
 - Prepares and administers technical documentation, including Request for Proposals (RFPs) and associated procurement documents.
 - Prepares and administers contracts, ensuring proper authorization within CLC's Delegation of Authority, verifies and monitors all subsequent accounting transactions, and initial draw down status.
 - Administers agreements until completion, ensuring adherence to policies and guidelines, e.g., compliance with CLC's procurement process.
- 2. Participates in the budget process, including the review of contract amounts/details, progress claims and invoices.**
- Participates in the preparation, review and implementation of divisional and regional short and long term planning activities (budgets, strategic and business plans).
 - Works with the regional/project accountant to provide necessary supporting information/documentation.
 - Analyzes costs against budgets/contracts to identify risk of budget over-run and controlling payments.
- 3. Participates in agreements of purchase and sale, including the coordination of sales and marketing activities.**
- Ensures copies of contracts/agreements are forwarded to the appropriate offices (regional office, Finance, Corporate Affairs), and properly classified and filed for auditing.

In addition to the Key Functions listed above, the Project Coordinator in Vancouver, BC is also responsible for the following tasks:

- Supports employment, training and contracting initiatives prioritizing underrepresented groups including Indigenous businesses
 - Prepares reports for Joint Venture Management Committee and Team Meetings, including project updates, contracting updates and communications information.
 - Maintains records for risk management purposes.
 - Reviews invoices, financial statements and contracts against project budgets.
 - Supports administrative functions for the regional office.
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- Maintains corporate reporting systems and databases as needed.
- Manages execution (e-signatures) of company documents.
- Researches, develops and maintains key project information for reference by real estate team.
- Supports coordination of and participates in engagement activities, including with the public and with key project partners, including Indigenous groups.

QUALIFICATIONS AND EXPERIENCE

- Post-secondary education, college degree, business or technical diploma or sufficient equivalent work experience in one of the following fields required:
 - engineering,
 - architecture,
 - urban planning,
 - sustainability,
 - other construction / development related fields (surveyors, appraisals etc.).
- Minimum of three (3) to five (5) years of experience in land development and/or construction required.
- Good knowledge of urban planning, real estate development, and current industry trends and practices.
- Project management or contract management training and/or experience required.
- Good knowledge and strong interest in urban planning, real estate development, Indigenous relations, sustainability strategies, climate resilience, municipal policy, business planning.
- Knowledge of general business principles, financial management, technical studies relevant to land development, as well as environmental issues/remediation techniques are assets.
- Advanced knowledge of Excel, Word, Outlook and Powerpoint required.
- Working knowledge of Microsoft Project is an asset.

To express your interest in the role please submit your application by following the link [here](#) before December 10, 2024.

Canada Lands Company CLC Limited is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Canada Lands Company is proud to provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please inform us as soon as possible and we will work with you to meet your accessibility needs.