

## Senior/Development Coordinator

### Summary:

Townline Homes Inc. is seeking a Development Coordinator (or Senior Development Coordinator, depending on experience) to support our Development team across a range of market and non-market projects. Reporting to the Senior Director, Development, and working closely with Development Managers, this role plays a key part in managing the project lifecycle from site acquisition through construction completion.

### About Townline:

Townline is a leading real estate development company focused on the Lower Mainland and Vancouver Island. We specialize in diverse development and construction projects, including mixed-use, multi-family, and commercial properties. Our comprehensive in-house teams cover all aspects of development, including affordable housing, finance, acquisitions, construction, sales, marketing, and customer care.

We offer opportunities for career growth, competitive compensation, an industry-leading Development Coordinator bonus program, a comprehensive benefits package, and access to an on-site gym/wellness centre. Our office is conveniently located at Marine Gateway on the Canada Line.

### Key Responsibilities:

- Assist Development Managers in daily development tasks and drive the development process forward.
- Support the Senior Director and Vice President of Development as needed.
- Coordinate meetings with the Marketing and Construction teams.
- Work with the Accounting Department and Consultants to process monthly billings and track project budgets.
- Support the direction of architectural and engineering teams.
- Assist with preparing development proformas, project budgets, and legal agreements.
- Research and report on local policies and market trends.
- Review contracts, proposals, and assist with disclosure statements, purchase agreements, and related documents.
- Track and update project timelines, deliverables, and meeting notes.
- Perform various administrative tasks as required.

### Skills & Qualifications:

- Post-secondary degree or diploma in Urban Land Economics, Architecture, Finance, Engineering, Interior Design, or a related field.
- Experience in real estate development is an asset.
- Strong written and verbal communication skills.
- Team-oriented with excellent collaboration abilities.
- Solid analytical and research skills.
- Ability to manage multiple tasks and prioritize in a fast-paced environment.

**CREATIVE  
APPROACH.  
ROCK SOLID  
EXECUTION.**



**TOWNLINE**

SUITE 1212-450 SW MARINE DRIVE 604 327 8760  
VANCOUVER, BC, CANADA V5X 0C3 TOWNLINE.COM

- Detail-oriented with strong organizational and problem-solving abilities.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); knowledge of Microsoft Project is a plus.
- Self-motivated, proactive, and interested in real estate development.
- Willingness to ask questions and find solutions.
- Valid driver's license required for frequent travel within the Lower Mainland.

### **Why Townline?**

Join a dynamic, collaborative team with opportunities to grow your career in the real estate development industry. Townline offers competitive compensation, benefits, and a positive, growth-focused work environment.

APPLY HERE: [Recruitment](#)

**CREATIVE  
APPROACH.  
ROCK SOLID  
EXECUTION.**