

Construction & Development Project Manager – Permanent Role.

We are looking for an entrepreneurial Construction & Development Project Manager to join us on a full-time basis. The candidate must be willing to learn new skills as well as apply their proven knowledge to the work experience. We work from land acquisition through Rezoning, DP, BP and OP. Contact us on our web page to discuss further details.

List of role responsibilities:

1. Collect relevant site information.
2. Survey, geotechnical, environmental, servicing, topographical and other site features and impediments.
3. Provide support and assistance with due diligence.
4. Contacting, directing, monitoring, and expediting consultants.
5. Ensuring reports are completed in a timely manner.
6. Ensures Action lists and minutes are kept accurately and issued in a timely manner.
7. Review reports to ensure they provide the required information.
8. Ensure the Principals / Senior Development Managers are aware of any dates for subject removals or deposit payments.
9. Developing and providing support in the preparation of project proformas and spreadsheets.
10. Provide research and information as required in the preparation of the financial analysis.
11. Provide support in analyzing schedules and timelines for deliverables for various development processes.
12. Support during the permitting process.
13. Assist with the preparation of permit applications; rezoning, development permit and building permit.
14. Collect and provide any information required through the approval process.
15. Attend council meetings as required.
16. Coordinate and organize any public meetings as required.
17. Attend public meetings as required.
18. Assist with the coordination between rezoning, development permit and building permit.
19. Lead and assist as necessary with the coordination of interior design.
20. Support to the development team and development process.
21. Creates and maintains project schedules.
22. Creates and maintains project information electronically.
23. Available to work at project launches & events.
24. External Communications.
25. Represents the company appropriately in relationships with owners, lenders, project advisors, realtors, investors, and professional associations.
26. Keeps up to date with industry and market developments.
28. Performs other duties, as required, to support the RedM companies.

Other Requirements:

1. Canadian permanent residency status.
2. Full clean B.C driving licence.
3. Excellent proficiency in communicating in English both written and orally.
4. Competent in Microsoft Word / Excel / Project and Procure.
5. Relevant BSc Degree in Construction or Real Estate
6. Minimum of 5 Years relevant industry experience.