

DEVELOPMENT COORDINATOR JOB POSTING VANCOUVER, BC

About TL Housing Solutions

TL Housing Solutions Ltd (“TL”) is a developer/builder specializing in the non-market housing sector. We provide turn-key project management and design-build services on a fee for service basis. We access support and funding for non-profit organizations through all levels of Government and Crown funding agencies. We work with existing housing providers and groups seeking to enter the sector, such as churches, legions or other service organizations.

Over the past twelve years, TL has delivered innovative housing solutions to a broad range of clients in the Lower Mainland and Vancouver Island. Over 3,000 units are completed or in progress for affordable rental and ownership, seniors, and healthcare. As an affiliate in the Townline Group of Companies we have capitalized on a forty-year history of solid performance and have achieved a prominent position in the non-market space. Through these efforts we offer a significant way to give back to our community, delivering maximum value for our clients, our partners, and the people who rely on our homes.

Currently we are in need of a dedicated Development Coordinator to join the team. The ideal candidate is a highly organized individual who is an effective communicator, a creative problem solver and someone who thrives in a collaborative team environment.

TL offers ample opportunities for growth and development, a competitive compensation package, 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.

This is an exciting opportunity for someone who is looking for experience in the rewarding field of social-purpose housing development and with one of BC's most respected and proven developers.

Role & Responsibilities

The Development Coordinator is an integral part of the Development Team, reporting directly to the Development Managers who oversee the various development projects that TL has on the go, from the point of site acquisition, approvals, sales and through to the completion of construction.

The duties of the Development Coordinator may include but are not limited to:

- Supporting the Development Managers 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 TL'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 TL's processes and policies and the continual improvements of same.

Skills and Requirements:

- A relevant University degree preferably in Finance, Urban Land Economics, Architecture, Engineering, Interior Design or related field;
- 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. Must have a valid driver's license.

Applications:

Please apply via BambooHR at:

<https://townline.bamboohr.com/jobs/view.php?id=51&source=aWQ9MTY%3D>

We thank you in advance for applying; however only those short listed will be contacted.