

Forster Harvard Development Corp. requires an experienced **Development Coordinator**. This position will work closely with one of Western Canada's leading real estate development teams.

Forster Harvard Development Corp. is a full-service real estate development company specializing in the acquisition, development, and management of commercial, residential, industrial, and mixed-use projects in Western Canada. Forster Harvard Development Corp.'s portfolio of owned and managed properties is comprised of 1,100 acres of residential and retail projects, which at full build out will represent 2.5 million square feet of commercial space and over 3,000 residential lots. For more information, visit: [ForsterHarvard.ca](http://ForsterHarvard.ca).

Reporting to the Vice President, Commercial Development, the **Development Coordinator** will be actively involved in the development process of new and existing commercial projects. Working closely with the project team, the **Development Coordinator** will administer a variety of support tasks and tenant coordination for multiple concurrent developments.

Primary roles and responsibilities:

- Efficiently and effectively support the development team.
- Research and prepare project specific market data.
- Compile information and prepare various development reports.
- Work collaboratively with multi-disciplined consultant teams to prepare and maintain consistent project documents, including concept plans, aerials, site plans, floorplans, etc. and track the approval process.
- Work closely with the marketing team to ensure all project documents meet project specific Brand Guidelines.
- Coordinate municipal approval applications and service requests and follow up as needed.
- Review tenant plans and exterior signage submissions for adherence to project specific Design Guidelines and provide suggestions as needed.
- Liaise with tenants on key dates and deliverables including preliminary, final, and post construction documentation.
- Maintain pylon sign planners and prepare agreements.
- Coordinate ordering of Landlord provided site furniture and arrange for installation.
- Prepare and maintain document templates for the project team.
- Initiate, track, and manage internal documentation processes, including collect feedback and sign off flows.
- Send, track, and manage internal and external documents for final approval and electronic signature.
- Track dates and deliverables for the project team.
- Prepare and distribute team meeting notes and follow up on action items.
- Maintain electronic records of all development files, including plans and permits.

Qualifications:

- 3 – 5 years of related work experience or combination of relevant education and experience.
- Post-secondary degree and/or diploma in related field preferred.
- Proficient in Microsoft Office Suite and Adobe Acrobat with strong aptitude for learning new technology.
- Self motivated, team player driven to achieve excellence.
- Proven organizational skills to track and meet deadlines.
- Confident communicator in both written and verbal formats.
- Multitasker with strong time management, file management, and high level of attention to detail.
- Ability to work independently using sound judgment and initiative in a fast-paced, team environment.

Forster Harvard Development Corp. offers:

- Competitive salary, incentive opportunity, Group Benefits Program, Employee and Family Assistance Program.
- Group Registered Retirement Savings Plan (RRSP) and Company Registered Pension Plan (RPP).
- Additional employee benefits including a Health Spending Account and Health and Wellness Program.
- Performance driven and merit-based work environment.
- Comprehensive orientation, training, and support.

Forster Harvard Development Corp. is committed to providing challenging and rewarding employment opportunities. If you feel you are the person we are looking for in this position, please apply with your resume in confidence to: [Careers@ForsterHarvard.ca](mailto:Careers@ForsterHarvard.ca). Only those selected for an interview will be contacted.