

We're looking for a motivated, enthusiastic, highly supportive, detail-oriented, multi-talented, tech-savvy, teamwork lovin' superstar! If you think you're all this and more... we'd be pleased to meet you.

Forster Harvard Development Corp. requires a **Development & Leasing Coordinator** to join its head office team in Regina, Saskatchewan. Reporting to the Vice President, Development & Construction and Vice President, Retail Leasing respectively, this position will provide exceptional service to stakeholders, clients, and customers for multiple operating entities within the Forster Group of Companies, which includes commercial and residential real estate projects throughout Alberta, Saskatchewan, and Manitoba.

Forster Harvard Development Corp. is committed to developing superior quality and highly sustainable properties with the goal of owning the assets in perpetuity. From conceptualization to completion, all projects are managed with precise attention to detail while maximizing efficiencies and economic value. Forster Harvard Development Corp.'s portfolio of owned and managed properties is comprised of 1,100 acres of commercial and residential projects, which at full build out will represent 3 million square feet of retail space and over 3,000 home lots. Read more: www.ForsterHarvard.ca

The **Development & Leasing Coordinator** is responsible for efficiently and effectively providing support to the Development and Leasing teams. We are looking for someone who takes pride in their work and takes personal accountability to ensure quality deliverables, while collaborating with all team members and maintaining a positive office culture. This exciting career opportunity has two primary areas of responsibility:

Development Support:

- Work collaboratively with the development team to assist with project deliverables as needed.
- Administer land development documentation, including but not limited to, Option Agreements, PSAs, Deposits, Closing Dates, Condition Removals, Servicing Agreements, Architectural Controls.
- Confirm insurance and WCB coverage for all contract work and assist in preparing annual reporting for multiple provinces.
- Update the live tracker for land transactions for residential phases including architectural controls, calendar updates for Option Agreements, and closing documentation on lot sales.
- Prepare regular development status reports for the project team and ownership group.
- Coordinate with the development team in preparation and submission of municipal approval applications such as rezoning, subdivision, variance, and discretionary use.
- Assist the development team with tenant coordination from lease execution to store opening, including but not limited to, collecting preliminary, final, and post construction documentation and reviewing signage plans for adherence to Design Guidelines.
- Maintain design guidelines and related documents for multiple commercial and residential projects.
- Coordinate production and installation of site signage, flags, and banners.
- Maintain positive working relationships with internal and external stakeholders, trade partners, consultants, suppliers, industry contacts, municipal government officials, and customers.
- Provide backup and coverage for primary reception area / office coordinator as needed.
- Prepare internal and external written communication in a professional manner.
- Maintain electronic records of all development files.
- Perform other duties as assigned.

Leasing Support:

- Work collaboratively with the leasing team to assist with deliverables as needed.
- Assist the leasing team in preparing and maintaining leasing documents, including but not limited to, site plans, proposals, presentations, offers, and agreements.
- Administer leasing workflows for internal team collaboration and follow up as needed.
- Maintain tracking of leasing deliverables and follow up as needed.
- Responsible for reviewing and tracking broker fees.
- Prepare regular leasing status reports for the project team and ownership group.
- Coordinate photoshoots for multiple sites annually and/or as needed.
- Coordinate and update printed and electronic project marketing material.
- Administer retail conferences and coordinate requirements as Exhibitor.
- Assist in maintaining and updating content for multiple websites and digital billboards.
- Prepare internal and external written communication in a professional manner.
- Maintain electronic records of all leasing files.
- Perform other duties as assigned.

Preference will be given to individuals who possess:

- Previous related work experience is an asset but not required.
- A relevant degree or diploma in business, marketing, communications, or project management is preferred.
- Exceptional attention to detail, highly organized, and creative ability.
- Impressive verbal and written communication skills.
- Proficient with Microsoft Office applications (Outlook, Word, Excel, PowerPoint, and SharePoint).
- Experience with Adobe Creative Cloud applications preferred (Acrobat DC, InDesign, Illustrator, and Photoshop).
- Experience with multiple social media platforms preferred (LinkedIn, Instagram, Facebook, YouTube).
- The ability to succeed in a changing work environment while managing multiple deadlines.
- An interest to learn and readily take on responsibility and new tasks.
- The ability to work independently with minimal supervision.
- Pride in the way you present yourself and your work.

Forster Harvard Development Corp. offers:

- Competitive salary, group benefits, 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.