



Development Coordinator (West)

Vancouver, BC

QuadReal is a global real estate company owned by the British Columbia Investment Management Corporation (BCI), one of Canada's largest institutional investors with over \$145 billion in assets. With a 25-year track record in real estate investment and development, QuadReal was established by BCI to manage and grow its \$24.5 billion real estate portfolio. In Canada, QuadReal's real estate assets total more than \$18 billion, including more than 500 existing office, industrial, retail and residential properties and over \$10 billion in development pipeline from coast to coast.

QuadReal focuses on maximizing returns for BCI's clients, providing exceptional service for our tenants and residents, and demonstrating industry-leading environmental, social and governance stewardship. We continue to grow on our platform in Canada while expanding into new markets throughout the US, Europe, and Asia. Within QuadReal's Canadian operations, development is a key strategy for growth and the futureproofing of our portfolio. Active developments within our BC portfolio include The Post, and Oakridge in Vancouver, along with a substantial pipeline of residential and mixed-use projects.

The in-house development team at QuadReal is committed to advancing its development program while being guided by a long-term vision, focused on thoughtful and responsible execution. We focus on supporting and growing our relationships while being respectful, open, and transparent. We value key stakeholders (community, city staff, political, consultants/contractors/service providers) as our trusted partners and have actively fostered a collaborative culture that is committed to creating world-class projects.

Role Description

Based in Vancouver, BC, the Development Coordinator will report to the Vice President, Development, BC and will work with various members of QuadReal's BC development team. The Development Coordinator will be responsible for supporting day to day development tasks as well as driving the development process. The Development Coordinator will require strong attention to detail and the ability to organize, prioritize and manage time in a fast-paced environment working towards bringing tasks to completion.

More specific duties will include:

- Provide support as required to the Development team to assist with various projects and assignments: prepare correspondence, memos, spreadsheets, PowerPoint presentations and reports frequently of a confidential, strategic, and/or specialized nature
- Coordinate meetings, prepare scheduled agendas, record minutes and distribute to the project team as well as to ensure that the information is organized for the Team
- Organize and record project files such as drawings submissions, change requests, schedules, and Requests for Proposals
- Prepare monthly project status reports and ensure they are updated in a timely manner
- Collaborate with other departments, consultants and contractors to ensure that the project development is on schedule and within budget
- Liaise with consultants, key internal stakeholders, and external legal counsel throughout the project cycle



- Collaborate and work effectively with municipal staff to help the Development lead manage the approval process, project tendering, obtain building permits, and approval for different project sites
- Take initiative to follow-up on outstanding deliverables to ensure consultant requests and other tasks are managed within established timelines
- Review consultant invoices for accuracy and completeness. Liaise with accounting and consultants on invoices, tracking and processing requests as well as preparing financial analysis reports
- Review consultant proposals and prepare/amend consultant agreements with some oversight from the Development lead
- Maintain current knowledge about bylaw changes, development and building regulations, which is used to assess the impact of development projects
- Conduct research and share information and recommendations as required
- Adhere to QuadReal processes and policies and contribute to continual improvements

Experience

- **Experience:** 2-5 years of related project coordination experience within a development or construction company environment
- **Education:** Hold a relevant undergraduate degree, preferably with a real estate, business, urban land economics, architecture or engineering specialization
- **Knowledge:** Have a general understanding of the construction and entitlements process, and a general understanding of contract language and insurance requirements to facilitate coordination with consultants and contractors
- **Relationships:** Ability to effectively partner and liaise with all levels of the business and develop and sustain cooperative working relationships with internal staff, and external contacts. Must be able to adapt to different communication styles and enjoy working within a collaborative team culture
- **Communication:** Excellent communication and presentation skills; demonstrate an ability to effectively communicate and present results that articulate key themes and messages; ability to exercise strict confidentiality
- **Multi-tasking:** A strong work ethic, ability to allocate time effectively, work under pressure and manage tight deadlines; ability to handle multiple demands, competing priorities and adapt to innovative ideas and constant changes
- **Analytical:** Analytical and detail-oriented with a keen focus on producing accurate and high caliber work
- **Software:** Strong proficiency working in Microsoft Word, MS Project, Excel, PowerPoint and SharePoint programs
- **Values** – Embrace and proactively support QuadReal's values and its culture of environmental sustainability and corporate and social responsibility

QuadReal Property Group will provide reasonable accommodation at any time throughout the hiring process for applicants with disabilities or for those needing job postings in an alternate format. If you require accommodation, please advise the Talent Acquisition team member you are working with and include the following: Job posting #, your name and your preferred method of contact.