

The Company

Hungerford Properties is a real estate investment, management, and development company with millions of square feet of commercial, industrial, office, retail, and residential properties in Canada. Our mission is to create value for investors, help businesses grow, and build better neighborhoods for all.

The company was founded by George Hungerford in the 1970's and has uniquely evolved from a "family business" developer and property manager to a first in class institutional platform with the combined efforts of two of his sons, Michael and Andrew Hungerford. Today, Hungerford Properties is a vertically integrated, cross-functional organization with in-house teams dedicated to Development, Property Operations, Investments, Asset Management, Finance & Accounting, Sales & Marketing, and Administration, IT & HR.

Hungerford Properties brings sophisticated investment tools to the Canadian market and builds award-winning developments. For more than four decades, we have followed a simple strategy: buy well and add value through proactively investing, developing, and managing commercial and residential projects. The company is a collaborative and vertically integrated organization with in-depth knowledge, experience, and resources across the real estate spectrum. Our people are our most important asset, so we strive to create something unique, something special, and something that generates excitement for people who come into our organization.

To know more about Hungerford Properties, visit our website: <https://hungerfordproperties.com/>

Our Approach

We take pride in our approach to doing *the work* and we expect all our People to do so as well. We strive for an institutional quality operating platform, which includes process manuals, checklists, templates, and repeatable and efficient systems. We leave no stone unturned in the way we go about our work and we demand integrity in everything we do. We thrive working in a process driven environment which gives our people the confidence to get the job done to the highest standard, while minimizing risk. It is core to our operations.

Our Culture

Our company is driven by five Core Values: Ambition, Diligence, Creativity, Relationships and Community. People joining our organization are completely aligned with these values. We target excellence and set high expectations for ourselves. Our values are integrated in our approach to the work and we strive for a culture of results, collaboration, people, and accountability.

Ambition - Seeing possibility, stretching goals to exceed expectations, and persisting with extraordinary effort when challenged.

Diligence - Taking action in one's role to remove errors, avoid pitfalls and minimize risk to produce deliverables of the highest professional standard.

Creativity - Dedicating time and energy to creative problem solving, seeking alternative and better approaches to get to the most effective, elegantly simple solutions.

Relationships – Building team with collaborative internal relationships in order to provide extraordinary service to our external relationships.

Community – Taking action to deliver lasting, meaningful impact on others' lives, and the lives of their families – whether coworkers, business stakeholders or the larger community.

Our Opportunities

We are merit based; if a person has earned trust by doing a great job, there is the opportunity to take on greater responsibility. We are also about impact, not age or experience, so Hungerford Properties is a place where people can grow a career if motivated, ambitious and diligent. Ultimately, this is an opportunity to become part of a team dedicated to success and excellence for those ready to step up. We are a company committed to developing long-term relationships with our stakeholders, and we are looking for People who are also looking for a long-term commitment in their careers.

The Candidate and Responsibilities

Hungerford Properties is seeking an ambitious and experienced **Assistant Development Manager** to fulfill an opening within the growing Development Team.

Applicants for this position will be self-motivated individuals who exert initiative and will possess strong interpersonal skills, be attentive to detail and able to build trusting relationships while developing their technical and leadership skills. The candidate will report to the Senior Development Manager. The Candidate will work closely with Development Leads, though this is not an exclusive relationship and the candidate can expect to work in conjunction with the whole Development Team to assist as and when required. The Candidate will require strong organizational skills and be able to effectively prioritize and manage their time appropriately in a fast-paced environment. The Candidate will be expected to lead elements of large development projects covering a broad range of uses.

The Candidate will be active in the following primary responsibilities both in an individual and team setting:

- Assist the Department Head, Development Lead and wider Development Team with management of multiple projects in various stages of development to budget and to schedule
- Manage a variety of third-party consultants and contractors
- Manage project teams to ensure Hungerford Properties' best interests are represented during design development and value engineering
- Coordinate with internal investments, Finance, Accounting, Asset Management, Leasing, Sales and Marketing teams throughout the development cycle
- Work with the Development Lead to ensure that Property Models and Asset Reports are updated in a timely manner
- Support the Development lead and where required take leadership of the preparation of Rezoning, Subdivision, Development and Building Permit applications. Coordinate the preparation of legal documents required for each project including rights-of-way and/or easement agreements, Plan of Subdivisions, lot consolidations, etc.
- Lead the information gather process for completion of a project Disclosure Statement
- Coordinate the preparation and execution of strata plans
- Manage the Project Tendering process for selection of project Consultants and Contractors
- Review and critically analyze Change Orders, Site Instructions and Shop Drawings; Track and manage consultant correspondence on the above matters before distributing approvals to the General Contractor.
- Implement and track the status of outstanding letters of credit and other project completion deposits; coordinate municipal inspections to facilitate the recovery of these funds.
- Liaise with the Leasing team and provide appropriate information for deals under negotiation; includes landlord work and turnkey unit customizations
- Liaise between internal stakeholders, consultants, and external legal counsel.
- Adhere to Hungerford Properties' Process and contribute to the continual improvement of this philosophy
- Other responsibilities as required

The Candidate will also be completely aligned with the Core Values of Hungerford Properties.

Competencies, Qualifications and Requirements

- Relevant post-secondary education such as Architecture, Planning, Engineering Construction and/or Commerce with a concentration in Real Estate or Urban Land Economics.
- Minimum three years' experience in real estate, planning, construction, consulting or engineering fields
- In-depth understanding of the entitlements process.
- General understanding of contract language and insurance requirements to facilitate coordination with consultants and contractors.
- The applicant must have strong computer skills including Word, Excel, Power Point and familiarity with internet-based research.

Skills and Attributes

- Minimum 3 years of experience in an equal or similar field (Planning, Architecture, Construction, Engineering considered)
- Self-motivated with a desire to continually grow their skills and expertise
- The ability to work independently as well as in a collaborative team environment
- Advanced skills in MS Office (Word, Excel, PowerPoint and Outlook)
- Ability to display a high level of professionalism and possess the ability to meet deadlines without compromising accuracy and completeness
- Excellent product quality and attention to detail
- Excellent work ethic and attention to detail
- Strong verbal and written communication skills along with a team- oriented mindset are key components of this position
- Travels up to 10%

Our Work Environment

With every amenity downtown has to offer within a 5 - 10-minute walk, the seawall at your fingertips, and a state-of-the-art fitness facility in the building, our office is situated in one of the most livable cities in the world, Vancouver - Canada. If you are looking for a perfect blend of stunning natural beauty, diverse cultural experiences, and the hustle and bustle of big city life, Metro Vancouver has it all, and Hungerford Properties is located in the heart of the action.

You will enjoy our frequent team celebrations organized throughout the year with various themes such as sport, wellness, cultural activities, team building sessions and community involvement.

Our Compensation & Benefits Philosophy

Our compensation package includes a competitive base salary, a cash bonus and potential Long-Term Incentive program. We also offer an extended benefit plan, internal corporate trainings and support for education.

Our Hiring Process

Joining a new organization is an important decision. We want to ensure our working relationship is a mutually beneficial. We take our hiring process very seriously and want to provide you ample opportunities to understand our culture, our approach, our goals and people.

Our hiring process consists of different rounds of discussions, typically one with your hiring manager, a second one with your peers and a final round with an executive member of Hungerford Properties. Our hiring process may include a business case assessment and psychometrics test.

To Apply

Hungerford Properties is an Equal Opportunity Employer and take pride in a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. Hungerford Properties will provide reasonable accommodations for persons with disabilities in a manner that is respectful of each person's dignity up to the point of undue hardship. If you need accommodations during the hiring process, please contact the HR Department.

Please send your resume to <https://hungerfordproperties.bamboohr.com/jobs/view.php?id=54>. We thank all applicants in advance but only those qualified may be contacted.