



DEVELOPMENT COORDINATOR POSITION

Department: Development and Construction
Reports to: VP Design and Construction, Multi-Family
Location: Toronto, Ontario

SUMMARY OF JOB

ONE Properties is hiring for a Development Coordinator at our Toronto office. The Development Coordinator provides a wide variety of support services for the development and construction group ranging from complex to routine. With excellent written communication skills, this individual excels at maintaining positive working relationships and anticipates, understands, promptly responds to, and supports the work of the VP Design & Construction, Multi-Family along with other individuals within the organization.

Interaction with all levels of stakeholders (municipal, provincial, neighbourhood associations, BIAs etc.) on complex, mixed-use development projects is required and excellent oral communication and listening skills, tact and reasoning are essential for this role.

This position is fast-paced and requires strong organizational skills, a high level of communication skills, attention to detail, and the ability to prioritize, self-manage and complete tasks fully. Assisting with monthly and quarterly reports to partners and shareholders is a key function of this individual and attention to detail and report-writing skills are critical to this role. Key attributes also include the poise, discipline, and professionalism to represent the company's executive team.

KEY RESPONSIBILITIES

- Secure and vet consultants' fee proposals, review and confirm scope and terms and manage the internal approvals process.
- Circulate signed fee agreements to the vendor and internal accounting personnel, and file appropriately and promptly
- Set up a standardized and consistent invoicing submission cycle for all vendors, in consultation with internal accounting personnel
- Review project invoices for completeness, and cross-reference/ reconcile them against general ledgers, POs and any other tracking tools in place
- Report any discrepancies and resolve with both the vendor and the internal accounting personnel, as required
- Once appropriate approvals have been obtained for project invoices, track payments to ensure that vendors are paid on a timely basis
- Coordinate letters of credit/securities with the internal financing department, and monitor, update and secure releases of LCs as required Obtain and circulate construction, leasing and financing status reports
- Records Information Management
- Project coordination will include attending marketing, leasing, financing and design meetings as needed
- Assist with tasks such as preparation of meeting minutes, matrix of responsibilities, management of consultants, etc.
- Filing and archiving of project documents
- Work closely with business unit leaders of the multifamily, retail, office and mixed use divisions to identify, develop, implement, and support cost-effective project delivery;
- Schedule and coordinate meetings with the required attendees; set-up conference meetings online; assemble documents for meetings
- Assist with managing interactions and communications with neighbourhood stakeholders

- Manage any existing building related issues directly with the property manager, and ensure all are addressed promptly
- Work very closely with the VP Design & Construction and the VP Development
- Assist with mail and packages, including dispersing confidential email messages, often on a need to know basis
- Perform confidential administrative functions such as composing and typing letters, and preparing personal correspondence and/or documents
- Maintain a proper document control system
- Maintain comprehensive organized and up to date project files to ensure all drawings concerning Site Plan Approval, permits, studies/ reports, close-out documents are available as required
- Assist the development team in the preparation of the project budget. Ensure that estimates incorporate value for the owner and the targeted profitability
- Participate in the preparation and evaluation of RFPs, negotiation, preparation and execution of contracts
- Proactively identify, address and resolve issues and problems as or before they occur. React positively to change
- Ensure project health, safety and environmental standards meet or exceed legislated requirements
- Ensure accurate and timely project administration/contract administration including: pricing change orders, tracking requests for information, and communication to all stakeholders

QUALIFICATIONS

- Exceptional organizational skills with the proven ability to effectively prioritize tasks, while maintaining high standards and attention to detail and accuracy
- Established ability to work independently
- Excellent communication skills and professional demeanor
- Ability to multi task effectively
- Strong interpersonal skills, both written and oral
- The ability to communicate and interact with people from all levels both internally and externally to the organization
- Demonstrated ability to apply appropriate discretion and handle sensitive or confidential information
- Condominium experience is preferred

REQUIREMENTS

- Minimum of five years previous experience supporting Development and Construction
- Post-secondary education in engineering, urban planning, technology or other real estate related disciplines
- Strong knowledge in development and the planning approvals process in the GTA
- Participate in the preparation and evaluation of RFPs, negotiation, preparation and execution of contracts
- Proactively identify, address and resolve issues and problems as or before they occur. React positively to change
- Ensure project health, safety and environmental standards meet or exceed legislated requirements
- Ensure accurate and timely project administration/contract administration including: pricing change orders, tracking requests for information, and communication to all stakeholders

ABOUT ONE PROPERTIES

ONE Properties (ONE) is a dynamic real estate company inspired to make life better through the values of integrity, collaboration and alignment with all our stakeholders including tenants, investors, partners and the communities we serve. ONE is focused on creating value through the strategic acquisition, development and management of retail, office, industrial, residential and mixed-use properties in progressive markets.

TO APPLY:

Please email your cover letter and resume to info@oneproperties.com with the subject line "Development Coordinator Position".

We thank all those that apply; however only those selected for an interview will be contacted.