



Development Coordinator

Denciti Development is excited to announce an opening for a Development Coordinator position to expand and support our development team. This is a full-time opportunity based in our Downtown Vancouver office and offers the potential for further advancement.

Responsibilities:

- Collaborate with the development team on industrial, commercial, and residential projects in BC.
- Guide projects through design development and municipal approvals, ensuring adherence to schedules, budgets, and profitability.
- Maintain efficient coordination of multiple activities in a fast-paced, deadline-driven environment.
- Support the development team in navigating approvals, keeping projects on track and within budget.
- Identify potential risks and opportunities proactively and address them cooperatively.
- Work independently while fostering collaboration, teamwork, and an enjoyable workplace culture.

Requirements:

- Post-secondary education in real estate or a relevant field such as design, planning, architecture, engineering or business.
- Previous experience in real estate, construction, or the design industry is an asset.
- Knowledge of development cycles, municipal approval processes and applicable government legislation.
- Excellent communication skills.
- Proficiency in MS Office 365 (Word, Excel, PowerPoint, Teams). Experience with Bluebeam and CAD software is a plus.

Compensation and Benefits:

- Salary Range of \$75,000 - \$90,000 (commensurate with experience)
- Benefits and vacation package.
- Opportunities for career growth and advancement.
- Engaging and collaborative work environment.
- Meaningful work on impactful projects.
- Continuous learning and professional development opportunities.

If you are a resourceful, organized, honest and hard-working individual capable of managing complex projects and contributing to our dynamic team, we would love to hear from you.

Please send your resume, cover letter and references to careers@denciti.ca. Please indicate "Development Coordinator" in the subject line. All applicants must have valid work permits for Canada, a valid driver's license and be available to start immediately.

This role requires full-time presence in the office.