



Modern Thinking. Timeless Values.™

## **DEVELOPMENT & CONDOMINIUM PROJECT COORDINATOR**

### **Change *Your Career* for the Better.**

We are currently looking for a Development & Condominium Project Coordinator to join our Reid's Heritage Homes (RHH) Residential team in **Cambridge, ON**. Under the mentorship of the senior land development management team, this position is responsible for working collaboratively with the land development team from design development through the Municipal approval process. Coordinate with land development team members, including consultants, stakeholders, and other Reid's Heritage team members to obtain development approvals in an efficient manner with a particular focus on the aspects related to plans of condominium and registration of same.

Specifically, the duties and responsibilities of the Development & Condominium Project Coordinator are:

- Follow and consistently demonstrate Reid's Heritage Group of Companies Core Values
- Coordinate with project teams of consultants required for submission of various development applications, including Official Plan and Zoning Amendments, Plans of Subdivision, Site Plan Approval, Consent & Minor Variance Applications, which a significant focus on Plans of Condominium.
- Involvement in a wide range of activities including; liaison with legal, survey, engineering, planning and landscape consultants, Building Team liaison and coordination, obtaining grading, subdivision and security deposit releases, review and implementation of subdivision agreements and site plan agreements.
- Prepare and monitor project schedule timelines, and update accordingly, to assist Land Development and Building Teams with critical path tasks.
- Assist Land Development Team in creating, managing, and monthly tracking of project budgets and costs forecasting.
- Assist Land Development team in the coordination, communication, and negotiations with Municipal Staff throughout the development approvals process to obtain project objectives and deliverables in an efficient and timely manner.
- Coordination with other internal RHH Teams, such as Acquisitions, Finance, Sales & Marketing, Construction, and Property Management throughout all project phases to ensure the coordination and timely dissemination of information to achieve project deliverables and milestones.
- Pre-approval for invoices relating to assigned projects.
- Participate in all project coordinating meetings to ensure proper flow of information to other team members and provide input to decision making process.
- Assist in preparing a development hard cost database that will track budgeted and actual land development costs for various Reid/s projects and products.
- Provide regular development status reports to the Director of Planning & Development and Senior Executive team as needed.
- Other duties as assigned.

**The Development & Condominium Project Coordinator we seek will demonstrate the following qualifications:**

- Commitment to our organization's progressive culture, including our company Core Values.
- Minimum 5 years of experience in a similar role, ideally within the property management, construction and/or home building industry
- Familiarity with all applicable codes and standards, with particular knowledge of the Condominium Act
- Good knowledge of residential development, including land development, low and mid-rise construction, sales & marketing, and Condominium Registration
- General understanding of homebuilding technology and related construction processes
- Advanced knowledge of MS Office applications
- Ability to meet deadlines in a rapidly changing business environment
- Ability to work effectively with key stakeholders to meet corporate objectives
- Commitment to teamwork, personal accountability, taking initiative, leadership and integrity
- Should have general working knowledge of other building disciplines
- Experience with Microsoft Project
- Excellent verbal and written communication skills
- A valid class G driver's license and clean drivers abstract

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume. For more information, visit [www.reidsheritagehomes.com](http://www.reidsheritagehomes.com).

*We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.*

