



Coordinator

We are seeking an exceptional Coordinator for our Commercial and Multi-Family Development Department who will support the Director in all aspects of the processes involved with developing commercial and multi-family dwellings.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Coordinator is responsible for:

- Creating, maintaining and communicating the development portfolio schedule.
- Assisting in the preparation and submission of development applications, permit applications and permit-related clearances from agencies/organizations for various projects to obtain approval.
- Preparing various reports, documents and presentations for external and internal stakeholders.
- Assisting with property acquisition research and the coordination of project consultants during feasibility analysis.
- Assisting with due diligence and feasibility studies for acquiring new development properties.
- Attending internal and external meetings, preparing various items for meetings, coordinating logistics for meetings, preparing agendas and minutes, and disseminating information.
- Assisting with record tracking and filing, purchase orders and coding, cheque requisitions and transmittals.

- Assisting in the development, monitoring and update of project schedules and budgets.
- Assisting the marketing team with social media strategy.
- Tracking budgets monthly.
- Coordinating submission documents.

About you

You have:

- a high proficiency in MS Project;
- strong organizational skills;
- proficiency with Microsoft; Excel, Word, and Outlook;
- strong written and verbal communication skills;
- strong research skills;
- a good understanding of the development process;
- excellent written and oral communication skills;
- strengths as a team player and can work cooperatively with external and internal clients;
- the ability to follow through with commitments; and
- strong interpersonal skills with a positive and professional attitude.

We offer a dynamic opportunity with an attractive base salary and benefits.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.