



Coordinator, Land Development

We are seeking an exceptional Coordinator who will support the Land Development department in all aspects of the land development process.

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 will:

- assist in the preparation and submission of development applications, permit applications and permit-related clearances from agencies/organizations.
- prepare various reports, documents and presentations for external and internal stakeholders.
- assist with the input and in the production of reporting to senior management and investors.
- assist with property acquisition research and the coordination of project consultants during feasibility analysis.
- review existing policies, studies and reports for projects and provide a summary version to the Manager, Land Development.
- attend internal and external meetings, prepare various items for meetings, coordinate logistics for meetings, prepare agendas and minutes, and disseminate information.
- assist with record tracking and filing, purchase orders and coding, cheque requisitions and transmittals.
- assist in the development, monitoring and update of project schedules and budgets.
- track budgets monthly to ensure accuracy in billing and progress; raises issues or discrepancies.

- coordinate submission documents.

About you

You are:

- a self-starter, pro-active, recognizing gaps and taking initiative to complete tasks
- comfortable assisting in the coordination of consultants and stakeholders
- reliable and dependable; follows through with commitments
- bilingual (preferred but not mandatory)
- a strong researcher
- personable and project a positive and professional attitude
- highly organized
- an excellent communicator – both oral and written
- a team player, working cooperatively with external and internal clients
- proficient with Microsoft; Excel, Word, Outlook
- proficient in MS Project

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.