



**Position: Assistant Development Manager**  
Vancouver, BC

One of Canada's most influential real estate development and construction firms are hiring an Assistant Development Manager for the Vancouver head office. Reporting to the Senior Development Manager, the Assistant Development Manager will assist and support in the planning, management and completion stages of various building projects throughout the Greater Vancouver Area, Alberta, and potentially into the US.

In this fast paced role, you can expect to be involved a wide range of activities to support the Senior Development Manager. This will include duties such as: preparation of schematic designs, costings and scheduling, producing monthly reports to support the budgeting process, liaising with internal teams as well as 3<sup>rd</sup> party consultants and brokers, attending various meetings, managing the preparation of necessary documentation for approval and project execution, as well other tasks that will arise.

The ideal candidate will have previous experience in a coordination role within the real estate industry and will be passionate about the business. You will be skilled at building and managing relations as well as having excellent customer service skills. You should be confident managing multiple priorities and be highly organized with keen attention to detail. Strong Word and Excel is essential and experience with AutoCAD, Project or Primavera is an asset.

You can expect to find a professional and fun work environment with a strong and supportive team culture. You will be working closely with a highly regarded management team and this represents an excellent platform to grow you career. As well as a competitive salary and benefits package, you will be eligible for annual bonuses.

For more information and to apply, please forward your resume to [Julie@taylorryan.com](mailto:Julie@taylorryan.com) today.

