



#### Company Profile:

Seacliff Properties Ltd., part of the Seacliff Group, is a Vancouver-based privately-owned real estate investment, management and development company with a number of large scale residential, mixed-use, commercial and industrial properties located across Western Canada.

[www.seacliffgroup.com](http://www.seacliffgroup.com)

#### Job Summary:

Seacliff is looking to add a Development Coordinator to its existing small team of highly motivated real estate professionals. Reporting to the Asset Manager, the Development Coordinator will provide support to the development team for a variety of projects and will be actively involved in all areas of the real estate development process. This is a fantastic opportunity for a hard-working and talented individual to gain further exposure to all aspects of real estate development with a highly respected, dynamic organization.

#### Primary Responsibility:

- Review, assimilate, update and coordinate all pertinent information available for the development projects.
- Assist as required in the property management of income and development properties
- Help coordinate roles, responsibilities and information flow between property managers, leasing agents, tenants, consultants and contractors
- Assist with research and due diligence for potential acquisitions

#### Position Requirements:

The successful candidate must be a highly organized, detailed oriented self-starter with a passion for real estate and a keen interest in continued learning in the development business.

#### Desired Skills & Experience:

- Bachelor's degree in a business field such as Finance, Real Estate, Urban Land Economics, Economics or Architecture from a College or University.
- 2+ years' experience in a similar position within real estate or related industry is preferred
- Demonstrated qualities such as: hard working, highly motivated, detail oriented, self-starter with the ability to manage time without a lot of supervision, perseverant, a love of learning and developing new skills, quick learner and highly organized.
- Superior analytic, problem solving and judgement skills

#### How to Apply:

Please forward a one-page application to [georgia@seacliffgroup.com](mailto:georgia@seacliffgroup.com) quoting 'Development Coordinator' in the subject line. We thank all applicants for their interest however only those selected for an interview will be contacted. No phone calls or personnel agencies please.