



Holborn is a Vancouver-based developer with an international background and global vision. Holborn's diverse portfolio of projects and real estate management services throughout British Columbia include retail, residential, office and hotel properties.

## **Development Manager**

The Holborn Group is seeking an experienced Development Manager to join the Holborn team.

### **Duties and Responsibilities:-**

- To be responsible in planning, organizing, coordinating and implementing property development projects from inception to completion with the overall objective of delivering the project on time, within cost and to the required quality standards.
- Preparation of project budgets, feasibility studies and project schedules for all development activities;
- Supervision and coordination of conceptual planning, design development, value engineering and cost planning / control processes;
- Liaising and communicating with various authorities as needed to ensure timely attainment of development approvals and permits;
- Liaising and overseeing all aspects of marketing activities;
- Organizing and coordinating tender exercises for timely award and proper interfacing of various work packages on site; and
- Monitoring the implementation of various work contracts/physical works on site for compliance of the following:-
  - Tender document requirements are properly implemented;
  - Contract sums are properly monitored;
  - Technical problems are properly resolved;
  - Progress of works is on schedule; and
  - Works done to the required quality standards;
  - Timely completion of making good deficiencies;
- Direct contact with Consultants and City Staff

### **Credentials and Experience**

- Excellent communication and organizational skills
- Advanced computer skills especially in all Microsoft applications.
- Able to work independently on fast pace projects, coordinating multiple priorities and tasks at different project stages
- Proven ability to engage with internal staff and external stakeholders alike on a variety of tasks with professionalism, good judgment, and self-confidence.
- Strong understanding of real estate development and municipal laws and processes
- General business and financial acumen with the ability to present budget information
- Self-starter with demonstrated initiative to identify and develop improvement opportunities.

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to [zoey@holborn.ca](mailto:zoey@holborn.ca).