

October 30th, 2018

JOB TITLE

Development Administrator

REPORTS TO

Office Manager

COMPANY

Chard Development is an urban real estate development firm based in Vancouver, B.C. An award-winning company, we specialize in urban, mid-sized condominium and commercial projects in Metro Vancouver and Greater Victoria. Located in downtown Vancouver, the Company is constantly growing with approximately 10 projects in development or construction at any given time. Chard has completed over 1.3 million square feet of its own signature developments.

SUMMARY

Chard Development is seeking a Development Administrator to support our Development and Construction Team. This role requires a highly organized individual who thrives in a multi-tasking environment with multiple projects, critical deadlines and a variety of stakeholders. The successful applicant must be able to actively engage as a member of the project teams, to anticipate upcoming needs and challenges and interface with a variety of individuals both inside and outside of the company.

The ideal applicant has a background within the development, construction, engineering or architectural industries with an understanding of the process and complexities of development including managing construction documentation. A minimum of 5 years work experience is required within a related field. This individual must excel with digital and written communication and organizational systems. Proven expertise with Microsoft Office, Adobe Acrobat, team communications, shared storage and file sharing systems (Microsoft 365) is critical for this role.

Primary work interactions will be with Development Managers, Construction Managers and Development Coordinators in addition to project consultants, contractors, professional services providers and city staff. The role will report to the Office Manager and will liaise closely with the Chard Management Team.

DEVELOPMENT ADMINISTRATOR DUTIES

- Under the direction of the Office Manager, collaborate to provide administrative support across development projects with a focus on supporting the Development and Construction Managers in the areas of:
 - Information management
 - Work flow prioritization
 - Standardized procedures
 - Standardized document archiving
 - Scheduling and meeting coordination
 - Third party communications & liaisons

- Work with the Office Manager to refine the Chard Development/Construction process procedures to respond to project specific needs and improve effectiveness.
- Provide direct, pro-active support to the Development and Construction Managers aimed to ensure that the undertaking of day to day activities is as efficient as possible.
- The role will report, through the Office Manager, to the Vice President of Construction and Design and the Vice President of Project Design on a daily basis or on an as needed basis.

Examples of Specific Tasks include:

- Information management
 - Working as a key member within larger project teams which will include senior management and key project consultants and contractor representatives to assist with project documentation, digital and paper filing, communications, tracking documents and scheduling, meeting preparation and recording across our current projects.
- Work flow prioritization
 - Paper filing of project and contract documents for development projects and creating and maintaining project reference and tracking binders.
 - Managing and tracking project checklists for various stages of development projects in cooperation with Development and Construction Managers and senior staff.
 - Organizing, documenting and receiving/sending transmittals of document and drawing sets.
 - Coordination of various project specific task lists related to ensuring project decision milestones and delivery items are maintained
- Standardized procedures
 - Following, enforcing and improving filing and organizational systems across all projects.
 - Drafting and management of project specific schedules such as unit purchasers, key assignment, security access, parking allocation, signage requirements etc.
 - Supporting Development and Construction Managers with Chard's suite of IT tools in cooperation with the Office Manager and our IT provider.
- Standardized document archiving
 - Digital naming, filing and versioning of all digital files, drawings and specifications.
- Scheduling and meeting coordination
 - Organizing and documenting project-related meetings including consultant and contractor meetings as required.
 - Internal development meeting coordination, agendas, minute taking and task management follow-up in support of Development & Construction Managers.
- Third party communications & liaisons
 - Letter and email drafting and ongoing communications on behalf of Development and Construction Managers including internal stakeholders and external individuals and organizations including consultants, contractors, trades, municipalities and lawyers as required throughout the life of the projects.
 - Managing vendor relationships and preparing printed and digital files

Chard Development offers competitive wages and benefits, including extended health, vision and dental.

If you meet the requirements and are interested, please submit your resume and cover letter to careers@charddevelopment.com. We thank all applicants who apply, but only those who are qualified may be contacted.