

August 12, 2019

JOB TITLE

Development Associate

REPORTS TO

Vice President of Project Design

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. By 2019, Chard will have completed over 1.3 million square feet of its own signature developments.

SUMMARY

Chard Development is seeking a Development Associate to join our development group in a support role. 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 team, be a problem-solver, anticipate upcoming needs and challenges, and interface professionally with a variety of individuals both inside and outside of the company.

The ideal applicant has a background within the development or construction industries with a minimum of 2 years work experience. This individual must excel with digital and written communication and organizational systems. Ambition to learn more about development, construction, and all facets of our business are key characteristics for a successful candidate. The successful candidate will report to the VP of Project Design and will work primarily with one Development Manager (DM) on two to three development projects while maintaining liaison with the overall development group and also assisting the VP of Project Design on ad-hoc responsibilities across various projects. This position is an excellent opportunity to be directly responsible for important details of active mixed-use and commercial developments while also being exposed to a variety of other projects at various stages in their development cycles.

DEVELOPMENT ASSOCIATE DUTIES

- The DA will be involved in projects from initial start-up through occupancy;
- Support the DM when applying for city applications (assembling material, ensure all conditions are being met, request required drawings/reports from the consultant team);
- Track and monitor all required approvals to ensure timely processing and completion;
- Prepare a variety of internal and external reports and presentations as required;

- Provide support to the development team with public engagement and community meetings;
- Assist the DM with building and maintaining project schedules, tracking documents and checklists;
- Assist the DM in preparing the projects for delivery, including key schedules, access control plans and programming, suite deliveries, residential storage, bike storage and parking assignments;
- Assist with daily management of consultants, contractors and third-party vendors;
- Assist with drawing and specification review, coordination and filing;
- Administer and participate in suite and common area deficiency inspections and quality control;
- Assist with construction process documentation requirements including submittals, Request For Information (RFI) and Site Instruction (SI) review, coordination, confirmation of intent and filing;
- Lead aspects of owner-coordinated construction work through the presentation of options, budgets and comparisons for internal sign-off and coordinate delivery and install of owner-supplied items including furnishings, electronics, artwork and signage;
- Liaise with Sales and Marketing to build a project suite matrix for reference in sales/leasing and for use in construction suite finishing;
- Assist the Development, Operations and Sales Teams as needed during sales launch and project closeout including the preparation and assembly of Project/Owner manuals;
- Track and apply for release of all city deposits and hold-backs. Coordinate release with consultants/contractor;
- Contribute as part of the team to the development of site planning and floor plans throughout schematic design and design development stages;
- Undertake market, product and service research and data collection as needed;
- Additional related duties as required.

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.