



UNIT 633 - 5960 NO 6 ROAD | RICHMOND | BC | V6V 1Z1
604.278.0912 | F 604.278.4628 | INFO@CAPEGROUP.CA

The Cape Group is a three-generation, family run, fully stacked, and vertically integrated real estate and development company, operating since 1956.

With more than 60 years of experience, we are known within the industry as a group you can count on. We develop high-quality projects that complement the vibrancy of neighbourhoods, whether it is working with landowners, institutions, or home buyers, we listen and deliver. From high-rises to warehouses, office buildings to master planned communities, our dedication to building quality and building relationships is at the forefront of everything we do.

The Development Coordinator will provide support to the development team and help oversee future building developments for all Cape Group projects.

Key Responsibilities:

- Review and track planning initiatives in multiple municipalities
- Assist in land acquisitions
- Assist with engaging and managing consultant team
- Coordinate project deliverables and meetings
- Attend development meetings and help prepare minutes
- Assist with development proformas
- Prepare and edit communications, presentations and other documents
- Maintain project filing systems
- Prepare market research reports
- Liaise with Accounting, Property Management, and Marketing departments to ensure project coordination
- Performs any other duties and responsibilities as needed

Skills and Experience:

- 3 years of experience within the fields of real estate, land development, planning, or a construction environment
- Undergraduate degree in urban planning, commerce or real estate preferred
- Strong organizational and planning skills
- Strong financial analytical skills
- Excellent interpersonal skills and a proven track record for being a strong team player
- Excellent verbal & written communication
- Advanced knowledge of MS Office Suite (Outlook, Word, Excel, Powerpoint, Project)

Key Success Factors

The successful candidate will be:

- Committed to, and enthusiastic about, the mission and vision of the company;
- A strategic thinker who is adept at multi-tasking in fast paced environment, able to plan, and prioritize
- Self starter with the ability to meet deadlines with minimal supervision
- Results oriented with strong attention to detail and accuracy
- Exercises independent judgment, discretion and diplomacy
- "Gets things done" attitude
- Ability to learn systems and processes quickly
- High level of professionalism
- Ability to respect confidentiality of information

If you are interested and meet the requirements, please apply. We thank all applicants who apply, but only those who are qualified may be contacted.