



Title: Development/Project Coordinator

Position Type: Full-time, Permanent

Work Remotely: No

City: Toronto

Company: Cope Group Inc.

Job Commencement Date: Immediately

Job Closing Date: TBD

Thank you for your interest in working alongside us at Cope Group. Our company is founded on the desire to build meaningful relationships with our partners, customers, stakeholders, and most importantly, the communities which we build. We aim to foster a professional, transparent philosophy that promotes leadership and integrity while providing our team with a contemporary, progressive, and adaptive working environment.

Our team is composed of strategic, experienced, and welcoming professionals trained to offer the highest standard of service. We search for creative, innovative, and perceptive people who each bring unique skills that will help us build the communities of tomorrow. Our people bring relentless passion, fast learning, and a culture of innovation to every dimension of their work. We are committed to the continuous development of our employees, using our leadership to shape the future of development and help build the future of our communities. Join our team of diverse industry leaders, helping to build the communities of tomorrow.

Job Description:

As the Development/Project Coordinator, you will be responsible for supporting and assisting the Development/Project Manager in all aspects of their role and will work closely with the development and construction team on key tasks associated with our development/project portfolio. As your knowledge of our projects develops, you will be encouraged to take on an increasing ownership in fulfilling our projects across their various stages of development and construction. This is a diverse role with opportunities for mentorship and growth within Cope Group Inc.

Key Responsibilities

Development coordination:

- Assist with municipal development approvals including site plans, zoning by-law amendments, building permits and construction related permits.
- Assist with the preparation of applications and procurement of development approvals and permits. Tracking of the approvals processes.
- Facilitate & monitor consultant responsibilities.
- Organize and assist with community engagement initiatives for development projects.
- Prepare and facilitate requests for proposals as required for project specific tasks.
- Review consultant and contractor/supplier proposals. Prepare bid analysis and request for award for review and approval.
- Coordinate, monitor, and manage consultants and trades with assistance of the Development/Project Manager.

- Compile, draft and track consultant agreements, subcontracts, change orders and purchase orders, as needed.
- Develop and maintain project files – Administration of project correspondence, filing, record keeping, etc.
- Draft notice letters and edit outgoing correspondence.
- Schedule meetings, prepare agendas/documents, produce meeting minutes, and take initiative to follow-up on outstanding project deliverables.
- Prepare and distribute project updates and reports.
- Monitor the project schedule and update as needed.
- Coordinate with the accounting department on invoices, tracking and processing internal fee requests. Ensure payment to consultants and other parties when necessary.
- Assist with Marketing & Sales and Tarion warranty related tasks.
- Coordination of submittals and all close-out documents.
- Maintain and update various project related logs (RFI logs, SI logs, etc.).
- Coordinate preparation of site photographs as needed.
- Read, comprehend & communicate information from drawings to trade contractors, as needed.
- Ensure compliance with company standards, procedures and instructions given.

Qualifications:

- 1-2 years of experience working in Construction, Urban Planning, Real-estate Development, or similar environment.
- Related college or university education (Architecture, Urban Planning, Engineering Technician, Construction Management etc.).
- Valid driver's license.
- Strong work ethic, highly organized and methodical thinker.
- Ability to read and analyse construction drawings, specifications, and other required documents.
- Ability to effectively communicate with all internal and external stakeholders.
- Excellent computer skills and must be proficient in Word, Excel, PowerPoint. Bluebeam, MS Project and AutoCAD is an asset.
- Ability to complete quantity take offs for construction is an asset.
- Works well individually and in teams.
- Thrives in a fast-paced high-pressure environment.
- Able to multi-task and meet deadlines.
- Ability to tackle issues and create solutions.
- Knowledge of municipal review and approval process is an asset.
- Ability to read and understand purchase & sale agreements and amendments is an asset.

Interested individuals are invited to submit their resumes to careers@copegroup.ca

We appreciate the interest of all candidates, however only those selected for interviews will be contacted.