



JOB DESCRIPTION

Position: Junior Development Coordinator

Reports to: Senior Development Manager, Western Canada

Location: Victoria Office

Department: Starlight Development, Canadian Multi-Family

Revision date: March 2022

Overview

Reporting to the Senior Development Manager, you will be responsible for duties including, but not limited to:

Duties and Responsibilities

Initial project review and analysis;

- Review project drawings and scope
- Analyse project components in comparison to Starlight Design Guidelines and report on results
- Assist in preparation of RFP's and Proposals for Consultants and Contractors
- Coordinate site visits and meetings with project team
- Obtain information about construction sites, necessary approval forms and information about related existing assets

Project coordination;

- Attend team meetings, compile and circulate minutes
- Follow up on action items with project team
- Research and assist in the vendor approvals of potential consultants and contractors
- Assist in preparation for tenant communications and meetings
- Attend construction bi-weekly meetings including site visits
- Prepare findings for internal and external partner presentations

General Research and Analysis;

- Research emerging policies in key geographical areas that may impact Starlight sites and projects.
- Complete bid summary for review and approval
- Ambassador and representation of Starlight Developments and Construction division

Experience

- Working toward their University degree in Urban Planning, Business/Commerce, Architecture, Design, Engineering, Finance or similar education or a related field



- Strong organizational skills, including the ability to plan, prioritize, coordinate, and monitor a significant number of projects simultaneously
- Sets high standards for work quality, is self-directed, and committed to continuous improvement
- Works effectively in a team environment and able to modify interpersonal style to work effectively

Interested candidates may apply directly to humanresources@starlightinvest.com. Please include in the subject line "Junior Development Coordinator, Western Canada" and include a copy of your resume.