

# Now hiring.

## Development Coordinator



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With over 65 years of home building excellence, we are growing and looking for a **Development Coordinator**

The Development Coordinator supports the Development Director and development managers in the planning, coordination, and execution of new communities and developments. The Development Coordinator ensures that all project-related documents, schedules, and communications are maintained accurately and that projects run smoothly on time, and within budget.

#### **Education and Qualifications:**

- Ontario Secondary School Diploma (OSSD) or equivalent.
- Business Administration training or background is an asset.

#### **Required Knowledge/Skills:**

- Work experience as a Project Administrator, Project Coordinator, or similar role.
- Highly organized and detail oriented with a high level of accuracy.
- Effective verbal and written communication skills.
- Familiarity with planning, engineering, financing and construction terminology will be an asset in communicating with technical staff, partners, consultants, and contractors.
- Experience with technical documents and schedules.
- Ability to exercise tact, discretion, sound judgement, and confidentiality.
- Advanced computer skills including proficiency with Microsoft Office and the ability to learn new programs.
- Strong organizational skills, prioritizing methods, and multi-tasking skills.
- Solid organizational skills, including multitasking and time-management.

If this sounds like you, we invite you to submit an application to our organization. At Doug Tarry Limited, we are a team, we hold each other accountable to our values. We are a forward-thinking organization that is rapidly advancing in the high-performance sustainability sector and need like minded individuals to work with our stellar team!

*We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*

