

Now hiring.

Development Coordinator



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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.

Reporting Structure:

- Reports to the Development Director
- Works closely and collaboratively within own department, plus all other departments

Education and Qualifications:

- Ontario Secondary School Diploma (OSSD) or equivalent.
- 3-5 years' experience on residential/multifamily/mixed-use projects.
- A bachelor's degree in engineering, architecture, planning, construction management.

Required Knowledge/Skills:

- Work experience as a Project Administrator, Project Coordinator, or similar role.
- Ready to grow into a Development Manager role.
- Strong project coordination, application tracking, and communication skills.
- Highly organized and detail oriented with a high level of accuracy.
- 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.
- Capable of dealing with set timelines.
- Confident, self-starting, and able to work independently.
- Advanced computer skills including proficiency with Microsoft Office and the ability to learn new programs.
- Strong organizational skills, prioritizing methods, and multi-tasking skills.
- Flexible and adaptable personality.
- Solid organizational skills, including multitasking and time-management.
- Strong client-facing and teamwork skills.
- Valid driver's license with clean driving record.

Core Functions and Responsibilities:

- **Project Management Support:** works closely with Development Managers to map out a comprehensive project schedule, track milestones, ensure teams (internal & external) are aware of upcoming deadlines, and adjusts timelines as needed when obstacles arise.
- **Resource Allocation & Progress Monitoring:** ensures the right people are assigned to the right tasks, at the right time; reviews schedules with Development Managers to reassign resources or adjust deadlines to ensure projects stay on track.
- **Financial Tracking & Contract Payment Support:** assists Development Managers in the review of invoices, progress draws etc. ensuring they reflect the work completed, approvals are tracked, and follow up if any issues arise, to ensure projects financial health remains intact.
- **Project Documentation & Reporting:** as projects progress, collect data, organize reports, and ensure that stakeholders are always in the loop. Gather input from the Director or Development Managers, draft project meeting agendas, and distribute agendas in advance to the team to ensure everyone is prepared. During meetings, take comprehensive notes, capture decisions and action items, and follow up with team members afterward to track their progress, and to ensure clarity, accountability, and momentum as the project advances.
- **Development Applications & Approval Coordination:** manage the submission of critical project applications, such as development permits and compliance documents. Gather the necessary information, fill out the paperwork, liaise with regulatory agencies, and monitor the status of these submissions, keeping the team informed and the project approvals process moving forward.
- **Project File & Record Maintenance:** Responsible for organized project records, files, and documents, and retrieve necessary information from external client systems to allow the team to quickly access exactly what they need, to minimize delays and ensure the team remains prepared for any challenge.
- **Communication Management:** Work directly with the Director and Development Managers. Monitor and filter communications to ensure that important messages never get overlooked, and the manager can focus on high-priority tasks without distraction.
- **Calendar & Schedule Management:** Responsible for organizing calendars, which involves scheduling internal and external meetings and ensuring deadlines are highlighted.
- **Task & Deliverable Monitoring:** Anticipate the team's needs by tracking upcoming deadlines and deliverables. Proactively remind managers and assist in preparing materials, coordinating with other team members to gather information, and ensure that everything is ready ahead of time.
- **Report & Presentation Preparation:** Assist in the creation of presentations, reports, and other correspondence. Communicate accurately and reflect quality and professionalism.

General Responsibilities:

- Follow and consistently demonstrate Doug Tarry Limited core values.
- Ensure the Doug Tarry brand, Core Values, and Doug Tarry Difference are represented in all aspects of Development.
- Work effectively with internal teams, external contractors and consultants as well as our partners.
- Strong commitment to meet and complete tasks in a timely manner.
- Foster an environment of collaboration and continuous improvement following lean principles to implement strategies to improve cost effectiveness, production and customer satisfaction.
- Follow current policies, procedures and processes.
- Contribute to a healthy working environment for DTL staff as well as anyone entering the site.
- Take the approach that at times, additional time and effort will be required to achieve a task that has sensitive deadlines.
- Demonstrate commitment to sustainability and innovation initiatives.
- Help build on the customer for life philosophy by providing excellent customer service
- Perform other duties as assigned.

**Working Conditions:**

- Daily travel to multiple sites in all weather conditions (safety shoes, hard hat, appropriate clothing is required) as needed,
- Data entry and use of construction computer program, as specified by DTL
- Standard hours of work: 40 to 44 hours per week
- Ability to communicate with team, maintain internal deadlines, distribution of paperwork, communication with internal teams, external contractors and consultants as well as our partners.
- Predominately an office role, when required site office or main office

Work / Life Balance:

- Overtime is permitted but discouraged unless necessary; prior approval required.
- Employees should maintain a healthy work/life balance and schedule holidays accordingly.
- Participation in the Employee Wellness Plan is encouraged

Performance Indicators

- Positive feedback from Development Managers, Director of Development and Development, Rental and Land teams.
- Positive feedback from internal teams, external contractors and consultants and our partners.
- Positive feedback from team – coordination of paperwork, deadlines achieved

Evaluation to be provided by Development Director

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.