

## DEVELOPMENT MANAGER

The Holborn Group is seeking an experienced Development Manager to join the Holborn team.

### Duties and Responsibilities

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- Plan, organize, coordinate, and implement property development projects from inception to completion with the overall objective of delivering the project on time, within cost and to the required quality standards.
- Prepare project budgets, feasibility studies, and project schedules for all development activities.
- Supervise and coordinate conceptual planning, design development, value engineering, and cost planning/control processes.
- Liaise and communicate with various authorities as needed to ensure timely attainment of development approvals and permits.
- Liaise and oversee all aspects of marketing activities for relevant projects.
- Organize and coordinate tender exercises for timely award and proper interfacing of various work packages on site.
- Monitor the implementation of various work contracts/physical works on site for compliance of the following:
  - Tender document requirements are properly implemented;
  - Contract sums are properly monitored;
  - Technical problems are properly resolved;
  - Progress of works is on schedule;
  - Works are done to the required quality standards; and
  - Timely completion of making good deficiencies.
- Direct contact with Consultants and City Staff

### Qualifications

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- Excellent communication and organizational skills
- Advanced computer skills especially in all Microsoft application
- Able to work independently on fast pace projects, coordinating multiple priorities and tasks at different project stages
- Proven ability to engage with internal staff and external stakeholders alike on a variety of tasks with professionalism, good judgment, and self-confidence

- Strong understanding of real estate development and municipal laws and processes
- General business and financial acumen with the ability to present budget information
- Self-starter with demonstrated initiative to identify and develop improvement opportunities

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to [careers@holborn.ca](mailto:careers@holborn.ca).