

## **The Company**

TAG Developments Ltd. develops and manages business and industrial parks, office buildings, retail commercial centers, and residential neighborhoods.

## **Position Summary**

Reporting to the Vice President of Development, the **Assistant Development Manager** provides support and assistance during the planning, development, and sales of real estate development projects.

## **Major Duties**

Assists with the following duties and responsibilities:

- Assist with the management of development projects including assisting with contracting and managing project consultants.
- Review and approve payables and ensure receivables are collected.
- Provide support in ensuring completion certificates are obtained and letters of credit released.
- Complete required documentation and provide support in obtaining project approvals for development from approving authorities, working with consultants/planners.
- Assess/research development problems and options for resolution, and determine actions to be taken, with guidance from the Vice President Development.
- Assist with managing maintenance contractors and ensuring developments are maintained.
- Assist in monitoring development improvements including grading, underground, surface, fencing, landscaping and shallow utility construction
- Build long-term business relationships with clients, approving authorities, contract professional/technical people, and project stakeholders.
- Work with marketing consultants to market developments.
- Assist the team in achieving sales budgets.
- Respond to inquiries from customers and stakeholders regarding developments.
- Assist with preparation of proforma's and cost to complete budgets.

## **Credentials and Experience**

- Individuals from a variety of disciplines will be considered, including urban planning, marketing, real estate, banking, or related field.
- Degree or diploma from a recognized post-secondary institution.
- Strong attention to detail; strong computer, and organizational skills.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, PowerPoint).
- Displays a high level of initiative and superior communication/ interpersonal skills.
- Negotiations and / or conflict resolution experience.
- Experience with, or training in, budgeting and other financial / accounting practices.
- Knowledge of basic engineering and/or urban planning principles is an asset.

**Work Conditions**

You primarily work in an office setting during regular business hours. Travel to construction sites, communities etc. as well as working in the evenings and weekends will occasionally be required.

By continuing our commitment to maintaining a safe and healthy workplace, TAG has implemented a COVID-19 Vaccination Policy that requires all new employees be fully vaccinated. Proof of vaccination, in the form of a provincially recognized document, must be submitted as a condition of employment. Our policy allows for accommodation in cases of valid medical or religious exemptions. Information related to proof of vaccination or exemption will be kept confidential. Candidates being considered will be contacted. We thank you for your interest.

Please email resumes to: [spoznansky@tag.ca](mailto:spoznansky@tag.ca). No phone calls please.