

# Development Coordinator

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Genesis Land Development Corp. – Calgary, AB

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**FEBRUARY 2024**

## Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also an award-winning residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, one of industry's best health and benefit packages, a flexible work environment, an active focus on culture, continuing education reimbursements, and strong support for career growth within the Genesis team.

**Position Title:**     *Development Coordinator*  
**Reports To:**        *Vice President, Land Development*  
**Job Type:**          *Full-Time Permanent*  
**Location:**          *Calgary, AB*

The Development Coordinator is an integral part of the Genesis Land team. The successful candidate will be an excellent communicator with a strong sense of professionalism, an eagerness to learn, the ability to coordinate and work well both independently and part of a team. They will be flexible and organized in taking on new tasks and possess the desire to grow. While prior related experience is an asset, we are looking for someone with the right attitude and technical knowledge foundation to join our team. This is an opportunity to enter the industry and receive extensive mentorship and hands-on training.

## Role Responsibilities

- Provide coordination and administrative support to the Genesis Land operations team.
- Support the Genesis Land operations team in driving day-to-day project management of all phases of the land development process on budget and on schedule.
- Liaise and build positive relationships with internal and external stakeholders, including builders, consultants, contractors, municipal/utility representatives, residents, sales, design, etc.
- Conduct site visits and / or attend site meetings, monitoring, capturing, and reporting on development progress and proactively address stakeholder concerns to maintain the Genesis Land standard.
- Assist in contract procurement, including the evaluation and assessment of pricing and contractor performance.
- Assist in tracking and controlling project budgets and schedules, including preparation of documents and / or reporting as required and the administration and coding of invoices.

- Assist in reviewing, compiling, organizing, and providing input on a variety of documentation, including technical plans, development agreements, engineering drawings, pricing, contracts, completion certificates, securities, etc.
- Coordinate and administer Genesis Land communities on LotWorks.
- Collaborate well with the Genesis Land operations team, and undertake additional responsibilities as needed and aligned with the job's scope, objectives, and spirit of the corporation.

#### Competencies and Skills Required:

- A University Degree or Diploma, preferably in a related field (engineering, business, architecture, real estate, construction, project management, land operations, etc.).
- Relevant experience within a related field is considered an asset.
- Strongly committed to meticulous work with excellent organizational skills and the ability to handle multiple tasks effectively.
- Adaptable to changing project demands and willing to undertake tasks necessary for project success.
- Self-motivated and proactive, adept at time management and thriving independently.
- Solution-oriented with a positive attitude, technical aptitude, approachable demeanor, and willingness to adapt.
- Goal-driven, confident, and adaptable, dedicated to team success and eager to learn and grow in land development.
- Demonstrates exceptional communication skills, both verbally and in writing.
- Adept in Microsoft Office and general computer skills.

#### Working Conditions

This position works regular office hours i.e., Monday - Thursday from 8:00 am to 5:00 pm and Friday from 8:00 am to 3:00 pm, with flexibility in working from home after a probationary and onboarding period.

Local travel will be required for various work-related functions both during and outside of standard work hours. A driver's license, with a clean abstract, as well as access to a personal vehicle is required.

All interested and qualified applicants please apply by sending your resume to Human Resources Department at [careers@genesisland.com](mailto:careers@genesisland.com) with the subject line **"Development Coordinator"**.

*We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.*