



COMPANY: Edenshaw Management Limited	LOCATION: Mississauga, ON
TITLE: Assistant Development Manager	JOB TYPE: Full-Time / Permanent
REPORTING TO: Development Manager	CONTACT: careers@edenshaw.com

SCOPE

The Assistant Development Manager supports upper-level management to ensure the Development Department performs in alignment with the company's strategic goals. This is completed by working collaboratively with other departments and by supporting the management of the development process from land acquisition and municipal approvals to building occupancy.

RESPONSIBILITIES

- Assists with acquisitions by performing due diligence tasks such as official plan and zoning by-law research, precedent studies and conceptual site massing
- Requests proposals from consultants for appropriate scope of work while ensuring compliance with the program/design development budget
- Drafts and arranges execution of consultant contracts
- Assists with preparation of project scheduling, budgeting, weekly and quarterly reporting,
- Coordinates and manages multi-disciplined consultant teams such as legal, construction, design and marketing throughout the development process
- Obtains, coordinates, and prepares required submission materials and development approvals (i.e., OPA, ZBA, SPA, MVA, Plan of Condominium etc.)
- Review and organize comments from technical reports, drawings and other consultant work to coordinate submissions to the municipality
- Communicates regularly with City staff to advance applications and approval processes
- Manages and coordinates projects while working collaboratively with internal and external stakeholders
- Provides up to date project status reporting from concept to project completion
- Monitor municipal regulatory change such as city-wide planning studies, by-law review's, etc.

SKILLS

- Intermediate skills in Microsoft Suite (Word, Excel, Outlook, Project)
- Strong working knowledge of Mid and high-rise development process including site selection and municipal approvals
- Strong knowledge of the Ontario municipal planning process and applicable legislation, regulations and by-laws
- Ability to read technical plans and reports
- Excellent problem-solving skills to resolve issues in a timely and positive constructive manner

- Advanced verbal and written communication skills; business approach concise and to the point
- Strong organization skills: plans, organizes, and schedules in a concise and productive manner
- Ability to prioritize work

QUALIFICATIONS

- Bachelor's Degree in Urban Planning, Urban Land Economics, Geography or related field
- Minimum of 3 years experience in a development or planning capacity within in a land development or real estate industry
- Knowledge of municipal approvals process and land development

INCLUSIVENESS

At Edenshaw, we are committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of our community in which we live and serve. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.