



The *Highfield Land Management Group* is a diverse group of experienced and entrepreneurial individuals whose vision is to “Bring Land to Life”! We are a small team with an entrepreneurial spirit, strong work ethic and unwavering passion for business and the opportunities it presents. We are currently looking for an organized and energetic **Land Development Coordinator** to join our growing team.

The Land Development Coordinator will support the due diligence and advancement of planning entitlements, subdivisions and outline plans, and construction for specific use on HIG’s land in a timely and cost-effective manner. In the context of Highfield’s practice, this specific responsibility involves the supervision of land development projects to ensure conformity to contractual agreements made with clients within budget and on schedule. To meet that objective, this position works closely with our Development Team to ensure the management and control of residential, commercial and industrial land development projects from inception to completion. Through strong leadership and organizational skills, you will assist in driving municipal approval processes, tasks and processes associated with construction, sales, marketing, and final acceptance of our projects by the relevant jurisdiction. Being a dynamic individual with the ability to use initiative to solve problems and implement solutions while in a fast-paced work environment will be the key to your success.

The successful candidate should possess the following qualifications:

- Post secondary education in Urban Planning, Project Management, Technical Engineering or Business Operations are all relevant to this role, and would be considered.
- Proven experience working collaboratively within the various municipal jurisdictions in and around the City of Calgary.
- Assist in the communication and direction to the project team of consultants (engineers, surveyors, legal, etc.).
- A self-starter and team player that will thrive in an entrepreneurial environment.
- Solid computer skills and ability to read and manage technical documentation and blueprints.
- Strong analytical ability, with a keen attention to detail, and the ability to work self-sufficiently, with minimum supervision or instruction.
- Excellent written and verbal communication skills with the ability to communicate effectively with a wide variety of people.

If you feel you are the positive team player we are looking for, please forward your resume and cover letter to HR@highfieldig.ca.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.