



Freed Developments “Freed” is a Canadian real estate company that focuses on the development of mixed-use real estate assets within the City of Toronto. Freed is active in the land acquisition and entitlement business which has and continues to feed the company’s robust development pipeline. Over its 25+ year history, Freed has transformed into a vertically integrated organization through the establishment of its own construction management (FirstCon) and brokerage (PSR Brokerage) divisions. The combination of its existing development projects and robust investment pipeline have positioned Freed for continued growth in coming years.

As a member of the Freed Development team, you will be involved in developing multiple mixed use and residential properties within the GTA at different stages of development. The scope of our Development team is wide ranging from managing the complete development process from site acquisition to post-construction warranty services on projects with construction values ranging from \$5M to \$200M.

Development Coordinator

The Development Coordinator will be responsible for supporting and assisting the Development Managers in all aspects of their role, as described below. As the Development Coordinator’s knowledge develops, they will be encouraged to take on many of these tasks on their own, to prepare the Coordinator to manage their own projects as a Development Manager.

Responsibilities:

- Support the Development team in the day to day project management lifecycle of the development;
- Coordinate, monitor and manage all consultants with assistance of Development Managers;
- Manage site plan approvals (development permit), building permits, subdivision and minor variance applications;
- Coordinate with construction companies at all stages of development;
- Work with the Marketing team to ensure market appropriate projects with cutting edge floor plans, specifications and architecture;
- Organize and attend consultant meetings, prepare minutes and track consultant progress;
- Review and summarize various technical documents (e.g. planning, engineering, legal) to evaluate concerns and opportunities pertaining to potential acquisitions;
- Review site and building drawings and statistics to validate pro-forma analysis as well as to provide constructive input into program-related decisions;
- Manage site plan approvals (development permit), building permits, subdivision and minor variance applications;
- Assist with preparation of all required planning applications and project deliverables;
- Help coordinate community meetings and open houses with Development team as required;
- Be able to anticipate issues and take a proactive approach to the role;
- Other duties within the scope of the role as required.



Candidate Qualifications:

- Minimum of 3 years related experience in development.
- Degree in Urban Planning, Real Estate, Architecture or related discipline.
- Demonstrated experience in research and analytical skills.
- Experience in supporting and working as part of a team.
- Strong organizational skills and ability to meet deadlines.
- Excellent relationship building and communication skills.
- Self starter and self motivated.

Freed Developments is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process.

Candidates are requested to send their resume and cover letter to careers@freeddevelopments.com.