



MELCOR

LIVE. WORK. SHOP. PLAY.



CAREER OPPORTUNITY



Where People Want to Work

Melcor is an award-winning employer with a proven track record of caring for and empowering our exceptional team.

If you are a dedicated and passionate real estate professional who is a whiz at managing the planning & development of residential projects and you meet or exceed our qualifications, please send your resume to:
careers@melcor.ca re: Assistant Development Manager | Melcor USA

We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.

Who We Are

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centres and golf courses.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



MELCOR

ASSISTANT DEVELOPMENT MANAGER

WE ARE LOOKING FOR

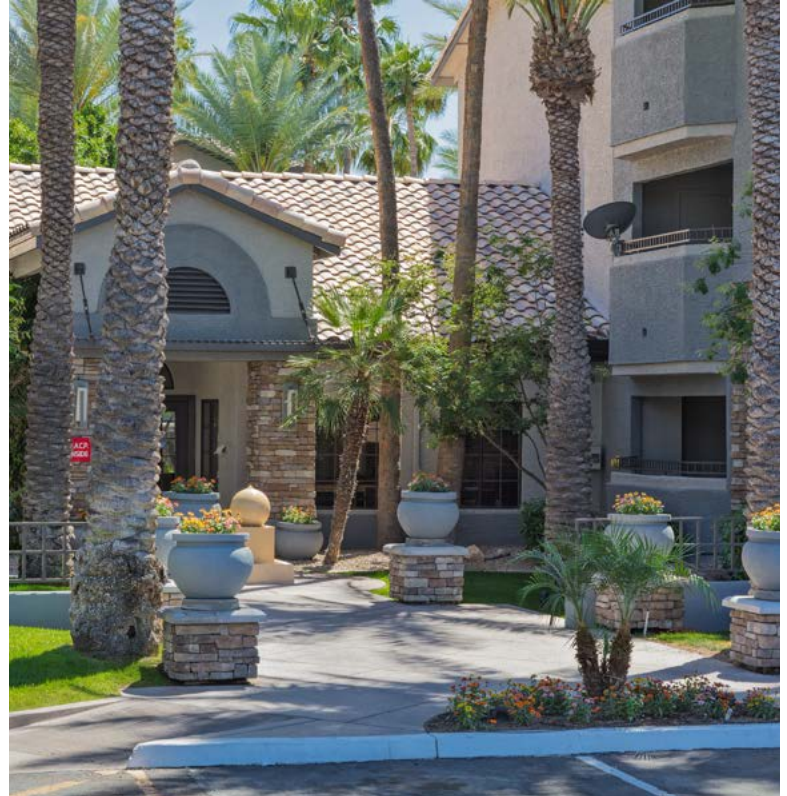
An **Assistant Development Manager** to provide support and assistance during the planning and development of community development projects in the USA.

Based in Phoenix, AZ, this full-time position reports to the Regional Manager - Melcor USA and is a key member of our team.

WHAT YOU'LL DO

The major responsibilities of this position include:

- Achieve yearly budget and growth objectives
- Prepare financial proformas and other reporting for development projects



- Work with project consultants on approvals, scheduling and construction to ensure quality control
- Review and approve payables and ensure receivables are collected
- Review development project materials and plans to ensure accuracy
- Track and manage contractual obligations and financial assurance requirements to ensure compliance
- Track market trends in our current and future markets
- Coordinate and manage due diligence materials, purchase and sales agreements and broker marketing packages for project lot sales
- Build long-term business relationships with internal and external customers, suppliers and other real estate and land development professionals
- Respond to inquiries from customers and the public regarding our projects

ABOUT YOU

- You have 2+ years of experience in one of the following disciplines:
 - Real Estate
 - Land Development
 - Home Building
 - Construction
- Proficiency in Microsoft Office programs including Word, Excel, Powerpoint and Project
- You have a passion for real estate

- You have experience with budgeting and financial/accounting practices
- You take initiative and communicate effectively with team members
- You are able to prioritize and manage multiple projects at once

EXTRA POINTS FOR

- Notary certification or willingness to obtain certification (strongly preferred)
- Knowledge of land development fundamentals
- Knowledge of Microsoft Project