



## LAND DEVELOPMENT COORDINATOR – CO-OP POSITION/INTERNSHIP

### Job Description:

#### HBNG HOLBORN GROUP

HBNG Holborn Group is a leading Canadian provider of independent investment and real estate management expertise.

We have over 30 years of history as an experienced developer and builder of industrial property, commercial property, municipal infrastructure, institutional buildings, and residential lands. Based in Vaughan, and servicing all of Canada, HBNG Holborn Group is truly a leader in the land development industry.

HBNG Holborn Group is comprised of several entities that contribute to our real estate investment, asset management and property management interests, making us a full-service development company. We have extensive retail, office, industrial and residential holdings.

As a co-op student and member of HBNG Holborn Group, you will work closely with Planning and Development Team members on entitlement and development process.

#### Key Responsibilities:

- Assist the Development team on all aspects of HBNG's entitlement initiatives.
- Assist with the preparation of applications and coordinate the preparation of drawings and reports to support various applications to the municipalities and other applicable agencies.
- Coordinate with the consultant team to facilitate application submissions in a timely manner.
- Track a multitude of deliverables in relation to applications in various stages of the approvals process.
- Coordinate related agency approvals.
- Organize and assist with community engagement initiatives for development projects.
- Track/monitor City wide planning studies to ensure HBNG's development interests are protected.
- Assist with seeking letter of credit reductions.
- Assist with the registration and assumption processes.
- Other duties as assigned.

#### Skills:

- Working on an undergrad in Urban Planning or equivalent
- An aptitude to work independently while collaborating with other team members.
- A demonstrated interest in planning and real estate development.
- Hard working and energetic with the capacity and willingness to manage multiple tasks and respond to demanding deadlines.
- Excellent interpersonal, written, and oral communication skills.



- Strong computer skills (Microsoft Office)
- Experience/and or interest in interpreting official plans and zoning by-laws.

**What you can expect from us:**

- A great work experience.
- An environment that focuses on Values, Integrity, Respect, Trust, Honesty, Fairness and Loyalty.
- We promote a collaborative environment where you will be challenged to learn and do.
- We promote team spirit.
- Industry and project required training.
- A focus on safety, health and wellness including a company paid lunch.