

**Position: Project Manager, rennie Developer Services**

Reports to: Director of Marketing

Job Type: Permanent Full-time

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**About rennie & Our Culture**

We are real estate at its thoughtful best. We see real estate as a means to build better communities and improve lives. For more than 40 years, we have been leaders in the field because we consistently put people and relationships first.

Integrated under rennie are Developer Services, Consumer Services, and rennie Museum. Founded on collaboration, we intentionally foster a supportive environment between our inhouse Intelligence, Technology, Conveyance, Finance, Marketing, and Advisor Teams. Together, we are the definition of strength in numbers, and individual success is team success.

We have partnered with developers throughout Western Canada and Washington State to help acquire, plan, design, market and sell some of the region's largest and most successful communities. Integrating market intelligence, strategic perspective, and industry experience, our head office team of 90 and more than 160 Realtors in the field work seamlessly to deliver products and sales to build clients' brands and ensure continued success. Whether our clients are buying a home, selling a home, or building a community, they can depend on rennie and our team of trusted advisors to bring expert knowledge and trusted experience, while delivering exceptional service.

The main office of rennie is headquartered in Vancouver's Chinatown district in the historic renovated Wing Sang building, originally built in 1889. The spectacular space includes an inhouse museum, a rooftop garden with stunning views of the city, and unique collaborative workspaces.

**About the Opportunity**

The Project Manager is responsible for developing and executing ongoing marketing strategy to reach targeted sales and marketing goals for our real estate development clients.

**Duties/Responsibilities:**

- Creating, retaining, and growing strong client relations
- Analyzing competing developments and industry campaign.
- Designing campaign and executing delivery in all aspects of a new development launch
- Negotiating contracts for suppliers and vendors including agencies and media outlets
- Event planning for new sales centre launches, media, and realtor events
- Developing and continuously reviewing critical paths for all aspects of execution of the project
- Budget and cost controls including estimating, reconciliation, and reporting
- Analytic reporting, documentation, and summarization on a regular basis to client and executive team
- Working directly with clients, suppliers, vendors, and consultants in development, layout and execution of all marketing collateral
- Leading, managing, and mentoring project coordinators in execution of projects
- Travel is required

**Desired Skills/Experience:**

- Degree or diploma in marketing, communications, real estate or a related field
- Minimum of 5-6 years of experience working in marketing, or real estate related field
- PMP certification considered an asset
- Ability to present confidently in boardroom meetings with clients
- Proven experience in creating and delivering successful creative and strategic marketing project plans and concepts
- Language skills, particularly in Mandarin and Cantonese is considered an asset
- Advanced skills using the Microsoft Office Suite (Word, Excel, PowerPoint) and experience with Adobe Acrobat preferred

**Core Skills:**

- Exceptional, facilitation, communication, and presentation skills, with the ability to maintain composure and an action-oriented attitude
- Excellent relationship management skills
- Ability to work well under pressure and meet tight deadlines
- Superior writing and editing skills

**Compensation and Benefits:**

- Competitive salary based on experience
- Extended healthcare benefits
- Eligibility for participation in our extensive bonus program based on performance
- Participation in our annual retreat, monthly lunch and learns with leading industry experts, social events, and much more!

**Please note:** This is a Vancouver-based office position.

If this looks like the position for you, please email your cover letter and resume to [careers@rennie.com](mailto:careers@rennie.com). We thank all candidates for their interest, however, only select individuals will be contacted.

For more information, please visit: <https://rennie.com/about>