

Planning Assistant (Land Use and Development) January 2020

Pacific Land Resource Group Inc. has an exciting entry-level opportunity available for a budding planner interested in land use and development.

Pacific Land Resource Group Inc. is an established urban planning land development consulting firm, based in Metro Vancouver. We specialize in strategic land use planning and environmental services. Our expertise includes project management, comprehensive development programs, highest and best land use assessments, habitat assessments, stream setbacks, habitat design and government agency approvals.

As the successful candidate, your responsibilities will be focused on research and strong technical writing abilities. This position will support the overall day-to-day work and will include technical and clerical work related to the preparation of maps or other visual materials, as well as a strong ability to interpret planning legislation, bylaws, and policies.

The ideal candidate should possess a diploma or university degree in planning or a related discipline supplemented by technical courses related to the work plus sound related experience.

Further, the ideal candidate should demonstrate:

- Ability to conduct accurate and independent research in support of development applications, site assessments, development feasibilities, and highest and best land use reports;
- Knowledge of a Zoning Bylaw, Official Community Plan, Design Guidelines and the *Local Government Act*;
- Ability to communicate effectively orally and in writing including:
 - Preparing reports and presentations;
 - Attending to telephone enquiries and company correspondence;
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced environment;
- Aptitude in graphics software (Adobe Creative Suite) to prepare graphics and presentation material to support city council and public consultation processes;
- Strong face-to-face communication skills with the public during public consultation processes;
- Ability to function as a team player; and
- Perform general research and office duties, as required.

Position is ideally suited to an individual that enjoys a fast paced interdisciplinary, problem solving environment. You are an enthusiastic proactive team member who has the ability to work independently. A valid driver's licence is required.

The compensation package will be commensurate with experience. Please submit your application to info@pacificlandgroup.ca quoting the "Planning Assistant Position". You can visit our website at www.pacificlandgroup.ca for more information about our company.

Pacific Land Resource Group Inc. would like to thank all those who apply. However, only short-listed candidates will be contacted.