



Land Use/Real Estate Coordinator

Vancouver, BC

January 2025

About Cypress Land Services:

Cypress Land Services has a proven track record of successful land acquisition, regulatory approval and project management throughout BC, Alberta, Saskatchewan, and Manitoba since our inception in 2013. Our success has been built from our positive reputation, skills and relationships with large property owners, First Nations, and local government.

The team at Cypress values excellence, integrity and collaboration and offers our employees a friendly, team-oriented and flexible work environment. Our offices are in Vancouver and Calgary.

To learn more about us visit www.cypresslandservices.com

Cypress Land Services is looking to add a Land Use/Real Estate Coordinator to our growing team! This is an exciting opportunity to be part of a team that improves telecommunications for Canadians.

The team at Cypress values excellence, integrity and collaboration and are looking for a candidate that holds the same values. We offer a friendly, team-oriented and flexible work environment.

Our employees work a 40hr work week and receive health and dental benefits. We offer competitive compensation, including a bonus structure directly related to your success.

Our ideal candidate has:

2+ years of related experience in real estate, municipal permitting and processing, or similar environment.

- Must be organized and be able to multi-task with ease with strong written and verbal communication.
- Technological proficiency regarding computer software, which may include Microsoft, Google, Adobe products. Knowledge in GIS and land systems considered an asset.
- Exceptional organizational skills and attention to detail.

Responsibilities:

- Preparation and submission of a high volume of building permit and other related application for telecommunications projects.



- Interface with local government staff to ensure permit issuance as necessary.
- Conducting municipal risk assessments based on government procedures and/or protocol.
- Preparation of planning documents to support project submission to land use authorities.
- Pull and review titles in Alberta, BC and Saskatchewan
- Execute on general administrative duties, such as creating various communication materials and maintaining mailing lists.
- Coordinate a variety of reports to support projects and applications.
- Travel locally to apply or register for permits.
- Work closely with Project Managers to ensure team is on track to meet milestones.

Required skills:

- Outstanding interpersonal and customer service skills.
- Strong written and verbal communication skills.
- Ability to prioritize projects with ease.
- A team player with a strong sense of responsibility and self-motivation.
- *Background in city or municipal planning an asset.*
- *Solid understanding and strong knowledge of land documents, applicable legislation and regulations considered an asset.*

How to apply:

Thanks for your interest in this role. Compensation will be determined based on the individual's level of experience, knowledge and understanding of the role.

If you think you would be a good fit, **please submit a cover letter and resume outlining your experience and skills to: careers@cypresslandservices.com**