

PAR 5 DEVELOPMENT GROUP

Job Description

JOB TITLE: Due Diligence Coordinator

STATUS: Full-time

EXPERIENCE:

- Mac, AutoCad, Microsoft Office, Smartsheet, etc experience is preferred
- Land development experience preferred
- Engineering/ Survey background is a plus

EDUCATION: Civil Engineering education/ experience preferred

JOB BRIEF: Our fast-growing company is looking for a self-starter with exceptional critical thinking, communication, and organizational skills that can work in a fast paced environment. Communication plays a vital role as there will be constant communication with engineers, planning departments, geo-techs and other key personnel is a crucial aspect to this position.

JOB REQUIREMENTS:

- Basic understanding of common development terms and nomenclature
- Overnight travel may/ will be required
- Public speaking may/ will be required
- Exceptional organizational skills
- Self-starter with critical thinking skills

JOB RESPONSIBILITIES:

- Coordinate / Coordinate with planning departments, engineers, geo-techs, and consultants as dictated by project needs
- Coordinate / Manage engineers & consultants as needed to deliver fully permitted projects
- Assist team members as needed
- Clear decisive communication to all parties
- Ability to read & comprehend development plans
- Effective communication with other team members and other departments is key
- Project coordination with other departments is a vital requirement

Please send cover letter along with resume to jody@par5development.com.