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Position: Administrative Coordinator for Development Solutions
Reports to: VP of Development Solutions
Works With: VP of Development Solutions, CEO/President of LSI Companies, LSI Sales Manager, Project Managers, and all staff, outside land and building consultants, contractors, cattle ranchers and clients of LSI Companies.

Qualifications

- Prior work experience in engineering, site development, home builder or site contractor organization in an administrative capacity
- Highly organized and able to multitask
- Proficient in Excel, Word, Outlook, etc.
- Ability to work with various personality types, works well under pressure with deadlines
- Experience working with directly or indirectly with consultants in the engineering, government community development staff, transportation, legal firms, or the like
- Excellent organizational skills
- Detail oriented
- Patience and persistence in handling scheduling and fluctuating work load

Job Duties

- Supports the Land Solutions/Development Solutions department administrative and business affairs including creating proposals, maintaining department files, correspondence, radar priority screens, tracking accounts receivable.
- Supports 2-3 Development Solutions project managers
- Coordination of meetings
- Attends weekly Land Services team meetings tracking radar screen updates
- Updates and distributes radar screens prior to each Land Meeting
- Assists team in updating investor reports and gathering exhibits for distribution
- Land and improved property zoning and permitting research
- Utilizes excel to track project deadlines and receipt of documents
- Utilizes excel to track permit expiration dates and enters all renewals and extensions
- Tracks and generates agricultural classifications on all investor properties
- Tracks contract performance for various consultants utilized on projects
- Orders various site work, time sensitive reports, and/or technical data from consultants.
- Obtains bids and assists in managing contractors on various small projects
- Processes applications for signatures and check requests from LLCs
- Completes various research assignments as needed
- Maintains filing system (hard copy and electronic) for all aspects of projects based on an established format for ease of document retrieval
- Works with project managers to create project feasibility reports
- Other administrative duties as assigned