

JOB DESCRIPTION



Job Title: Permitting & Development Coordinator
Department: Development & Construction
Reports to: Vice President – Development & Construction
Direct Reports: None
Date Prepared: September 2021

Job Summary	The Project Coordinator will assist in executing objectives related to residential, commercial, and hospitality development, including permitting and project management. This position also provides administrative support to the development and project management teams.
Essential Functions	<ul style="list-style-type: none"> • Processing of RFCs, Contracts, and Invoices. • HOA liaison for existing communities. • Contractor Submissions / accountability to developer for documentation and timing. • DO reporting requirements. • Project Coordination of development projects • Liaison with the Resort Group regarding permitting, design, construction. • Responsible for filing and file maintenance. • Accountability and Management of Tap fee reimbursement. • Application Submittals to County. • Invoice Approval and Tracking. • Project Budget Tracking / Expense Reports. • Meeting Schedules and Notes. • Courier Service – pick up and deliver plans, submittals, etc.
Education and Experience	<ul style="list-style-type: none"> • High school diploma required. • Bachelor’s Degree in related field preferred. • 3 - 5 years administrative experience with a focus in real estate / residential development preferred. • Experience working with construction and development related contracts to include preparation and execution preferred. • Experience working with HOA / CDD, property management preferred. • Experience in working with financial reporting and budget adherence preferred.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • A positive approach and willingness to work in a team environment. • Exceptional organizational, time management skills and attention to detail. • Comfortable in and fast paced, dynamic, and structured environment, and capable of managing daily volume of work on a timely basis. • Excellent oral and written communication skills. • Exceptional computer and internet skills and the ability to operate efficiently on Windows and PC applications: Microsoft Word, Excel, Access and Power Point. • Capable of aggressively maintaining and following up on schedules, work deliverables, and due dates, with the use of consolidated and comprehensive activity pending files. • High level of professionalism, ability to maintain confidentiality and work independently.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle. • Ability to sit for extended periods of time. • Ability to lift up to 15 lbs.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.