

**SEND RESUME AND COVER LETTER TO HRINFO@LANDSOLUTIONS.NET**

**Position:** Land Services Office Administrator  
**Reports to:** VP of Land Services  
**Supervises:** No Subordinates  
**Works With:** VP of Land Services, Project Managers, Sales Team and all Land Solutions staff, outside consultants, investors and clients of Land Solutions.

**Special Skills Necessary for Success:**

- Knowledge of development approval processes and construction a plus
- Excellent organizational skills
- Pleasant telephone voice
- Computer skills with Microsoft Outlook, Word and Excel.
- Patience and persistence in handling scheduling and fluctuating work load.
- Ability to communicate with a wide range of clients, vendors, consultants and investors

**Job Duties:**

- Schedules meetings via telephone and e-mail
- Attends weekly Land Services team meetings tracking radar screen updates
- Updates and distributes radar screens prior to each Land Services meeting
- Updates and distributes significant issues lists
- Updates and distributes priority tasks organized by person responsible after each meeting
- Utilizes excel to track project deadlines, receipt of documents, permit expiration dates, renewals, and extensions
- Tracks enacted legislative extensions and generates extension letters
- Tracks and generates agricultural classifications on all investor properties
- Track contract performance for various consultants utilized on projects
- Updates Land Services book of business spreadsheet weekly
- Orders various time sensitive reports or technical data from consultants
- Submits invoicing to pay for reports and/or technical data logging and filing invoices
- Processes applications for signatures and check requests from LLCs
- Runs errands as needed by department. Deliveries, printing, copying, and mailings
- Miscellaneous copying and typing as assigned
- Maintains filing system (hard copy and electronic) for all aspects of projects based on an established format for ease of document retrieval
- Works with Land Team to create project books and assure various work items are completed