

Development Coordinator, Residential Development - San Diego, CA

Company Overview:

Job Responsibilities: The selected individual will be responsible for the coordination of land development and residential construction projects, both for-sale and for-rent, from due diligence through construction and closeout.

Specific responsibilities include:

- Assist development team to review project approval requirements and fee schedules.
- Work alongside the project management and construction teams processing and obtaining permits and all related project approvals from local municipalities, utility companies and required agencies.
- Assist in obtaining all Bureau of Real Estate related approvals.
- Coordinate and process the placement, reduction and release of project related bonds.
- Create and maintain various tracking sheets to aid in reporting
- Create and maintain vendor and specification lists
- Organize & maintain electronic and plan file system
- Administer construction & project management software
- Assist in implementation of current technology goals and procedures
- Assist construction superintendents with utility applications and turnover

Requirements:

- Ability to work both independently and as part of a team.
- Strong organizational skills and attention to detail.
- Ability to process work quickly and accurately with changing priorities.
- Excellent written and verbal communications skills.
- Computer proficiency in MS Office Suite
- Proficiency in Bluebeam Revu, Autodesk Build and Asana strongly preferred

Salary:

Contact Information:

- Email resumes and salary requirements to humanresources@colrich.com.

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