



JOB OPPORTUNITY - DEVELOPMENT COORDINATOR

Atlanta, Georgia

COMPANY

LYNOUS Talent Management has been retained on an exclusive basis by our growing national full-service industrial Client. They are experts in development and acquisition of Class A inventory and build-to-suit industrial facilities. Our Client is active in major logistics markets, tertiary markets and regional hubs throughout the United States. Relationships and commitment are critical to adding value to their long-term investments. Their employees are key to their success.

The company offers an enjoyable, stable, family oriented, professional, fun, work and play hard environment that operates with honesty and integrity. Corporate social responsibility and community involvement is a core value of this company. They are conveniently located in Atlanta's Midtown, with free parking and business casual dress. The total compensation includes a competitive base salary and generous bonus with desirable medical insurance options at attractive rates and a generous amount of paid time off.

OPPORTUNITY

The Development Coordinator provides an opportunity to be involved in multiple aspects of commercial development by primarily supporting the construction team of three along with the marketing and leasing initiatives. The position requires an experienced commercial real estate project coordinator, transaction coordinator, property administrator, administrative or legal administrative professional that has demonstrated abilities to work independently, program and project manage workflow and with vendor partners to support multiple initiatives and be flexible to adjust to changing priorities.

RESPONSIBILITIES BY AREA

Development & Construction

- Procure all aerial and ground photography for projects and maintain electronic files systematically
- Update Google Earth files for each property as directed
- Maintain a companywide Property Availability List
- Prepare contracts and exhibits for geotechnical, environmental, civil, and architectural vendor partners
- Request and accumulate letters of availability
- Assist the Construction Manager (CM) in the management of the construction bid process
- Prepare or update front end specifications and standard building specifications for review by CM or VP
- Prepare the electronic general contractor (GC) bid breakdown form for review by CM
- Prepare initial pay application and schedule of values based on GC bids for CM review
- Track all contracts and change order documentation in Excel
- Track and maintain insurance certificates for consultants, contractors and owner vendors
- Manage substantial completion documentation from the architects
- Assist CM with management of final GC payments and lien releases
- Review testing reports for compaction and concrete strength and inform CM of issues
- Verify accuracy of monthly pay applications from contractors for CM approval
- Verify accuracy of change orders and contracts against billings
- Review of construction lien waivers monthly for correct language and signatures
- Report all new projects to internal accounting department and establish project numbers
- Set up all new vendors and provide information to accounting
- Securing final agreements and liens from all vendors on completed projects
- Prepare Request for Proposal (RFPs) for geotechnical, environmental, wetlands, civil and architectural investigations for due diligence
- Electronically file drawings and maintain hard files for permits, contracts, change orders and bonds
- Assist CM in receipt of closeout documents including As-builts, O&M manuals, warranties, COs, and emergency contact and coordinate up-load to FTP as directed

- Keep CM and VP set of drawings up to date
- Track Notices to Owners and ensure Notice of Commencements have been filed by the CM
- Track permits and their expirations
- Track NOIs and NOTs
- Electronically file testing reports
- Set up accounts and manage construction site cameras

Marketing & Leasing

- Assist with the development and regular maintenance of the annual strategic marketing plan and marketing budgets for each region
- Develop, project manage and maintain all required marketing materials: property flyers, marketing packages, property aerials, maps, site plans; flyers, invitations/cards, postcards, marketing presentation boards, available space displays; photography; website, promotional items, etc.
- Develop, prepare and edit marketing presentations and proposals consistent with the company's branding.
- Develop and project manage all aspects of marketing/special events as outlined in the strategic marketing plan
- Manage promotional and marketing materials inventory
- Maintain the marketing contact database for key market contacts and vendors
- Procure and project manage all marketing and leasing signage directly or through the 3rd party brokerage firms
- Assist with the tracking of lease and land/investment sales comps
- Assist with the development and preparation of all proposals
- Maintain all property search databases to ensure information on the portfolio remains current: CoStar, LoopNet, company website and relevant state and county websites
- Develop and maintain lease, property and contract files and track any open items until procured
- Provide back up support to the Office Manager
- Other duties as assigned

REQUIREMENTS

- Bachelor's degree or equivalent combination of education and experience
- Minimum three (5) years administrative experience supporting commercial real estate Brokerage, Development or/and Construction professionals
- Experience with construction contracts, commission agreements and/or leases
- Project and/or property bookkeeping accounting experience is required
- Proficiency in Microsoft office suite: Excel, Word, PowerPoint, Outlook, SharePoint
- Proficiency in Adobe Acrobat Pro, InDesign, Illustrator and Photoshop
- Experience with Google Earth and CoStar preferred
- Ability to work without direct supervision and be punctual for arriving to work on time
- Ability to coordinate and project management specific marketing, leasing, development and construction related items
- Strong listening, oral and written communication skills
- Ability to perform basic math to include addition, subtraction, multiplication, and division
- Critical thinking and analytical skills
- Ability to develop creative professional designs and marketing materials that comply with company's branding standards
- Strong organizational skills with ability to prioritize
- Ability to maintain confidentiality and high level of professionalism
- Strong ability to handle multiple tasks while meeting strict deadlines--time management skills
- Ability to adapt to change and work in a fast-paced environment
- Team-oriented

COMPENSATION: Compensation for this position is excellent: base salary and performance bonus, desirable medical insurances at attractive rates, 401k with match, paid volunteer days, generous paid time off, paid company holidays, business casual and casual Fridays attire workplace, paid parking or MARTA (Arts Center station) card subsidy, cell phone allowance and modified summer work schedule.

HOW TO APPLY: Qualified candidates please send confidentially your resume in Microsoft Word format with salary history (base salary and bonus listed separately) to: Julie@LYNOUS.com. Please feel free to call anytime (evenings and weekends too) for additional information 214.387.9595.