



JOB TITLE: Development and Construction Administrator

EMPLOYER: ReBUILD Metro, Inc.

DEPARTMENT: Development

REPORTS TO: Director of Development

EFFECTIVE DATE: 2/15/2022

SUMMARY: Under the direction of the Director of Development or other Development team members, the Development and Construction Administrator is responsible for tracking overall development and construction status or monitoring development schedules, budgets, contracts, invoices, and construction progress on real estate development projects.

DUTIES AND RESPONSIBILITIES:

- Prepare, assemble, and submit due diligence items for financial applications and closings
- Review, assemble, prepare, and upload documents for real estate closings
- Review, assemble, prepare, and upload documents for real estate closings
- Assemble, prepare, and upload contracts for construction jobs
- Submit, track, and expedite building permits – prepare all required documents necessary to secure building, zoning, and utility permits
- Review, input, and process contractor invoicing and Lien waivers for internal approvals and for payment by Accounting
- Assist in monitoring project costs as compared to approved project budgets
- Update budgets when modifications are received
- Coordinate bi-weekly construction meetings. Collect, store, and distribute meeting minutes
- Manage compliance tracking and reporting for MBE, WBE or DBE businesses
- Coordinate and facilitate access to construction sites
- Other general administrative duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

The requirements below represent the range of knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or GED required; some advanced higher education preferred
- 3-5 years prior administrative experience in the real estate or construction industry is required – affordable housing experience is a plus
- Proven project management and project administration skills required
- Proficient in MS Office Suite (Word, Excel)
- Experience with industry specific software packages for recording, tracking, and reporting on project budgets is a plus
- Strong attention to detail and excellent problem solving skills are required
- Strong and demonstrated written and verbal communication skills.
- An independent self-starter who assumes full responsibility for his/her work



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Required to sit
- Occasionally required to stand
- Occasionally required to walk
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Frequently required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally work near moving mechanical parts
- Occasionally work around fumes, airborne particles, or toxic chemicals.
- Periodic exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and /or move more than 25 pounds.
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- Additional remarks regarding work environment: This role routinely uses standard office equipment such as computers, calculator, telephones, photocopiers, scanners, and filing cabinets

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.