Development Assistant

General Summary:

Development Assistant will provide support to the Development Team for multiple commercial developments throughout the Southeastern United States for an established, successful Commercial Real Estate Development Company. The position will assist in the compilation and presentation of site information, as well as tracking and regularly updating general information for projects throughout the development process. The position will allow the candidate to assist and experience all facets of developing commercial property from site selection through construction. The position requires exceptional organizational and problem solving skills as well as attention to detail. A successful candidate should have the ability to multitask, learn quickly and take direction well. Proficiency with Microsoft Office software and ability to learn new software is a must. Prior experience mapping and demographics analysis is a plus.

Principal Duties & Responsibilities:

Real Estate Development Coordination (50%)

1. Site Information, Compilation and Distribution
   a. Compile site information worksheets and inform staff of findings as they relate to the development of the site
   b. Compile market information and activity as directed
   c. Update site information worksheets as necessary throughout the development process including procedures and contact information
   d. Prepare site information letters. Review Letters for comprehensive accuracy, noting items that affect the use of the property, budget constraints, or timing

2. Site Information Letters and Municipal Processes
   a. Request and obtain various Site Information letters and maps regarding utilities
   b. Obtain zoning information and rezoning, variance, and entitlement approval procedures and timelines
   c. Obtain Permit approval procedures, requirements, and timelines

3. Preparation of Marketing Presentations
   a. Compile information for Power Point Presentations
   b. Create Power Point Presentations and other Pre-development marketing materials
   c. Assemble market tour packages for development team and tenant real estate managers
   d. Assemble investor and construction loan packages

4. Vendor Management
   a. Create RFP’s for various projects
   b. Send RFP’s to vendors
   c. Request and receive proposals from vendors as directed by development manager
   d. Follow up with vendors to ensure timely responses and report findings
   e. Maintain Master vendor Database

5. Fiscal Responsibility
   a. Gather all fees as they relate to budgetary expenditures
b. Request and receive final invoicing from all vendors for land closing packages

c. Coordinate check requests

**Administrative Coordination (50%)**

1. General Administrative Support
   a. Various Tasks in order to facilitate information delivery
   b. Coordinate and expedite documents and forms to necessary parties
   c. Correspondence
   d. Oversee files and updates of Filing System (electronic and paper copies) and create when not in place, to allow for an organized system
   e. Provide assistance to staff requiring additional administrative support (i.e. compose professional business correspondence, send faxes, copying and scanning, etc.)
   f. Maintain conference room equipment (Ipad, laptop, etc.)
   g. Support satellite offices as directed by Associate Development and Development Managers
   h. Keep detailed record of all marketing sign locations

2. Project Tracking
   a. Attend bi-weekly update meetings regarding status of sites under review and/or Letters of Intent, Contract Negotiations, proposed new sites, sites under contract and Developments in Progress
   b. Record meeting minutes and progression of projects in Microsoft Project
   c. Coordinate monthly distribution of project tracking report/rankings via electronic or hard copy format. Ensure accuracy in reporting and adherence to requirements as dictated by management.
   d. Update and maintain master list of all proposed property acquisitions

3. Calendar Management
   a. Setup meetings, send out meeting requests, coordinate schedules to optimize meeting dates
   b. Coordinate dates and meeting requests for special events including office functions and company sponsored events as requested.
   c. Coordinate travel arrangement and appointments as needed

**Minimum Requirements:**

Education: College degree required: BA, BS in closely related field

Experience: Minimum of 2 years of professional experience. Real Estate Development experience is a plus.

**Compensation:** competitive

To apply send resume to: CharlestonDevAssistant@gmail.com
We will not respond to any emails that are sent directly to our Company.

**Location:**
Charleston, South Carolina, United States