Acquisition & Development Coordinator

Job Description

- Assist with monitoring task dates in Acquisition & Development software
    - Reach out regarding overdue tasks for reminders
    - Provide assistance where needed to Acquisition Managers, Civil Manager, and Planning Manager
- Research and update historical data points regarding existing sites in Acquisition & Development software
- Audit Acquisition & Development software data
- Assist with Acquisition & Development software user training
- Update Property Management Software with approved site Acquisition budgets
- Assist with creation of Acquisition presentations and handouts
- Maintain Google Earth points for existing/ potential sites
- Assist with the collection and auditing of existing site files
- Assist with SharePoint user training
- Coordinate with Administrative Assistant team on scheduling meetings and events
- General administrative tasks as assigned

Qualifications

- Bachelor's Degree
    - Business, Urban Studies, Finance, or Communications preferred
- GIS experience preferred
- SharePoint experience preferred