



Field Scout Permit Coordinator

Overview

Construction X agency is a leading provider of permit and license acquisition services for commercial projects nationwide. Our clients rely on our services team and innovative technology to save time and money and ensure their projects start on schedule. We deliver results for top Architect, Design, General Contractor, Sign and Telecom companies.

We are creating the future of permitting and are seeking qualified project managers to join our team.

The overall goal is to help Construction X agency exceed our revenue objectives by successfully and efficiently completing projects, delivering world-class customer service and developing repeat clients.

Essential Duties and Responsibilities

- Confirm permit submittal requirements by performing online research
- Develop strong relationships with municipality personnel
- Effectively communicate with customers
- Coordinate submittals with municipalities and
- Create and manage timelines and status reports to ensure clients are updated and deliverables are met
- Document new permitting requirements, forms and insight in Construction X agency platform
- Maintain all client communications and project details
- Develop strong understanding of project workflow and contribute to best practices
- Deliver world-class customer service – accurate and fast

Qualifications:

- Track record of successful projects and satisfied customers
- Passionate about delivering great customer service
- Ability to handle multiple priorities and projects
- Highly organized - process oriented with consistent attention to details
- Critical thinking – takes initiative and problem solver
- Proficient in Microsoft Office, Google Docs

Applicant Signature _____ **Date :** _____

Construction X Representative _____ **Date:** _____

