



## Permit Specialist Project Manager

### **Company Overview**

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

We are creating the future of construction permitting and are seeking qualified project managers to join our team. You will play a key role in the success of our clients. Helping to get a new restaurant, retail store or medical facility built faster are just some of the rewarding end results for the team at Construction X agency.

Construction X agency will exceed our growth objectives by successfully and efficiently completing projects, delivering world-class customer service and developing repeat clients.

### **Essential Duties and Responsibilities:**

- Develop strong understanding of project workflow and contribute to best practices
- Confirm permit submittal requirements by performing research online and over the phone
- Develop strong relationships with municipality personnel
- Effectively and frequently communicate with customers and collaborate with team
- Manage Field Scouts (Network of team members available to support project tasks or full projects)
- Coordinate submittals with municipalities and partners and follow through during plan review
- 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
- Deliver world-class customer service – accurate and timely

### **Qualifications:**

*We value a strong work ethic, fun and positive attitude and the drive to exceed expectations. We value all our team members and encourage them to play a key role in guiding the direction of our company to be the nation's number one provider of permit expediting services.*

- Track record of successful projects and satisfied customers
- Passionate about delivering great customer service
- Ability to handle multiple priorities and projects and to achieve results with minimal direction
- Highly organized - process oriented with consistent attention to details in fast-paced environment
- Critical thinking – takes initiative and problem solver
- Relentless pursuit of excellence
- Proficient in Microsoft Office Suite, Adobe Creative Suite, Google Docs