



## **Public Project Coordinator/Public Land Acquisition Real Estate Technician**

**Interwest Consulting Group** is an industry leader in providing municipal services to cities and counties throughout the Western United States. We currently have more than 330 employees specializing in public works, building and safety, real estate acquisition, information technology and geographic information systems. We have attracted the best in our professions and are positioned for continued growth and success. Perhaps you could be part of this success?

Our Real Estate Division focuses on **Public Land Acquisition and Right of Way Services for Public Construction Projects**. Due to the increasing development of public infrastructure, our team is expanding to support the growing demand of real estate services from our clients, who are mainly public agencies, utility companies and private Engineering firms. We are currently seeking candidates to fill a full-time **Project Coordinator/Real Estate Technician** position to support our team primarily in the Bay Area and/or South Bay.

### **OVERVIEW OF POSITION**

The Project Coordinator/Real Estate Technician will perform a wide variety of analytical and administrative duties to support Interwest's Real Estate Team. Because of the nature of the consulting business and varying demands of our clients, the position requires an individual to quickly change and adapt to varying assignments and project loads. We are seeking an individual who is exceedingly well organized, flexible and reliable, excellent at multi-tasking and has strong computer skills.

### **General Duties**

- Gathering, compiling, analyzing and reporting information, in written reports or charts
- Proofreading, formatting and finalizing documents with a critical eye
- Drafting and finalizing purchase contracts, deeds and escrow instructions
- Regularly maintaining databases and spreadsheets for tracking information and reporting purposes
- Drafting and administering contracts and task orders
- Supporting managers and agents with various administrative and clerical tasks, including data entry, scheduling meetings, preparing meeting minutes

### **Preferred Skills and Certifications**

- Knowledge of administrative and procedural requirements concerning real estate purchase transactions, appraisals and title and escrow
- Knowledge of real estate terminology, instruments and formats - familiarity with acquisition agreements, appraisal documents, conveyance documents a plus
- Ability to read maps, aerial photographs, plats, engineering plans and similar documents
- Ability to work well under pressure and stay motivated, positive and willing to learn
- Ability to work independently yet efficiently in a fast-paced environment
- Excellent computer skills: comfortable in working with PC platform, fluent in Microsoft Suite (Word, Excel, PowerPoint, etc.) and Adobe Acrobat. The ability to type accurately at a reasonable rate of speed is a plus



- Proficient in operating a variety of modern office equipment including copiers, computers, word processors, and printers
- Possession of a Salesperson's License with the State of California Bureau of Real Estate a plus
- Notary License a plus

#### **REQUIRED EDUCATION & EXPERIENCE**

- Associate's Degree, but Bachelor's Degree preferred
- Previous background in Public Projects, Real Estate or Escrow, with municipal experience a plus
- The ability to exercise sound judgment and tact in different situations

#### **Why Interwest?**

At Interwest, we appreciate the opportunity to mentor as well as learn from each other – the opportunities to learn and grow with us are endless. We work hard. We collaborate. We encourage personal and professional growth. We strive for a work-life balance. And yes, we have fun too! We offer competitive salaries and excellent benefits including medical insurance, dental insurance, vision insurance, employer paid life insurance, long term disability, 401(k) retirement plan, ESOP (Employee Stock Ownership Plan), paid holidays, and generous paid time off.

If you are interested in pursuing a career at Interwest, please submit cover letter and resume to [careers@interwestgrp.com](mailto:careers@interwestgrp.com). For more information, visit us at [www.interwestgrp.com](http://www.interwestgrp.com).