

DFM

Development Services, LLC

BOND RELEASE MANAGEMENT PERMIT EXPEDITING DRY UTILITY DESIGN STORMWATER INSPECTIONS

Title: Permits Manager / Expediter
Type: Full time, exempt
Location: Falls Church, Virginia
Reports To: Director of Permitting Services

DFM Development Services is a small but established consulting firm based out of Falls Church/Merrifield, VA that caters to the real estate development industry. We provide a variety of Development Support Services (red tape related items) to local and national real estate developers, corporations, and other real estate owners on projects throughout the Metro DC area. We are a boutique firm with an excellent client list. Due to recent growth, we are seeking a Permits Manager/Expediter to join our team immediately.

Disclaimer:

The following description has been designed to indicate the general nature and essential responsibilities of work performed by employees within this classification. It is not a comprehensive inventory of all duties, responsibilities, and qualifications required.

Responsibilities:

- Work with local governments/jurisdictions and clients to submit and track construction drawings and permit applications packages
- Understand project scope and permit requirements
- Review plans and supporting documents prior to submission for completeness and verify they meet minimum standards.
- Advise client on all permits needed along with associated timing of permit process
- Create and maintain reports to track permit status and internal forms and checklists for client use
- Provide professional updates to clients
- Interface with jurisdictional employees and clients in a very professional manner
- Provide status updates to clients and manage expectations in a realistic manner
- Offer a high level of professionalism and customer service

Qualifications:

- Some experience associated with the construction, real estate development or design industry (preferably around the Metro DC Region)
- Must be proficient with Excel, Word, and Adobe Acrobat
- Must have strong administrative skills. Previous experience as an Administrative/Office Assistant is a plus.
- General familiarity of how permitting works
- Desire to work in a professional/drama free environment
- Must be extremely organized and professional
- Must be looking for a long-term position

- Must have a desire to learn about permitting and the industry specific terms and processes that go along with it

Compensation:

- Competitive Salary
- Yearly Bonus
- Health Insurance
- PTO and Paid Holidays
- 401K w/ Company Match

To Apply:

- Email your Resume and Cover Letter including your salary requirements to jobs@dfmdevelopment.com