Requisition ID: 191193

Two openings for a Site Acquisition Assistant in our Irvine CA market location. These are local hire positions with an anticipated duration of approximately 1 year.

SUMMARY:

Provides preliminary review/documentation of Site Acquisition reports for lease execution, zoning approvals, building permits, client and owner interfacing, as well as preliminary input to the Bechtel tracking systems.

For salary grade determination, see Addendum.

JOB DIMENSIONS:

A. Supervision Received

- Receives supervision in terms of specific objectives from the Site Acquisition Manager.
- Receives general direction from and reports to Site Acquisition Coordinator.

B. Supervision Exercised

- None.

C. Contacts

- Routine contact with the client via telephone.

Sök detta jobb

Hitta den lediga tjänsten online och ansök med personlig brev och CV

-careers@graduateland.com  
- https://mycareer.lu.se/sv/j/4XMkc
Daily contact with the Site Acquisition Coordinator in the market to provide status updates and/or reports.

**ESSENTIAL JOB DUTIES:**

1. Reviews preliminary title reports to verify that correct ownership is represented on lease agreements.
2. Determines the need to obtain non-disturbance agreements from landlords through review of title reports.
3. Provides preliminary Site Acquisition market status reports, updates and maintains project database.
4. Gathers evidence of a fully executed lease with appropriate exhibits, final zoning approval documentation and drawings, building permits, and stamped construction drawing to ensure consistency.
5. Assists subcontractors in preliminary lease negotiations by providing alternate language on terms and conditions.

**JOB KNOWLEDGE:**

Experience is generally acquired through an undergraduate degree in real estate or related degree majors; and/or related and progressive work experience. Basic technical knowledge of automated applications and strong organizational skills are required.

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