



Assistant Entitlement Manager

MW Enterprises LLC is a vertically integrated full-service, forward-thinking real estate developer with a reputation for transforming properties into successful, profitable assets. We build solid partnerships with clients to provide clear communication and proficient execution, enabling us to successfully acquire, finance, develop, market, and manage many of the up-and-coming development projects in our focus areas.

MW Enterprises LLC is a certified Small Business Enterprise (SBE) and Women-Owned, Disadvantaged Business Enterprise (DBE)

Mission

To transform the urban and underrepresented landscapes by investing in, owning, and developing real estate, with a commitment to improving community living standards, and changing the global landscape through aesthetic, functional, and environmental awareness.

Vision

To solidify our position as a premier company in real estate, by achieving extraordinary results for our portfolio and our customers; building satisfying careers for our people, and earning a fair return on the value we deliver.

Core Values

- **Inspired:** We develop and apply world-class technology, attack complacency, and continually improve. We do work that we are deeply passionate about and do what we love as a means of contributing to something greater than ourselves. We listen, learn, and seek out the best ideas. We attack complacency and continually improve.
- **Authentic:** We are uncompromising in our integrity, honesty, and fairness. We are committed to our brand, mission, and values. We do not strive for perfection; we prioritize progress, community development, and authenticity. We are always honest and as transparent as we can be.
- **Sustainability:** We improve the quality of life in communities where we work by respecting local cultures, engaging local people, and protecting the environment. We are relentless in keeping people safe from harm, and we provide a healthy work environment.
- **Tenacious:** We are passionate about excellence and doing our work right the first time. Our reputation depends on our delivered value in the eyes of every customer and community so we never settle, strive to get sh*t done and go above and beyond to get it done well. We lead with persistence and encourage our team to knock down walls – literally if necessary. Breaking down barriers will always be supported.

We are a small but thriving company, interested in hiring and keeping the best employees possible



- **Entrepreneurial:** We are creators, leaders, and self-starters. We enthusiastically embrace change; openly challenge convention; and view failures as learning opportunities.
- **Relationships:** We build positive, long-term relationships with our customers, joint-venture partners, subcontractors, suppliers, and colleagues that are built on trust, respect, and collaboration.
- **Together:** We are a people-focused organization, showing empathy and remembering that our humanity sets us apart. We actively build a diverse, inclusive, and collaborative work environment where all views are welcomed, openness is encouraged, and teamwork and merit are cornerstones. Each member of our team is integral to our overall operation and ultimately our success. We aspire to be the employer of choice in our industry.
- **Grateful:** We are grateful for our team, our community, and to be a part of this movement. We understand that hard work breeds success, and we celebrate our role in our successes while being reminded not to take it for granted.

Job Summary

We are seeking an Assistant Entitlement Manager to join our team. The Assistant Entitlement Manager will coordinate the permit application process with various government agencies to obtain required permits and approvals for construction projects. The ideal candidate will have excellent communication skills, strong attention to detail, and the ability to manage multiple projects simultaneously.

The Assistant Entitlement Manager is responsible for managing the process of obtaining required permits and approvals for construction projects from various government agencies to support all efforts that go into creating a successful MW Enterprises, LLC experience, ensuring that the permits and titles are delivered on time and on budget. This involves coordinating the preparation and submission of permit applications, communicating with government agencies and contractors, and ensuring that all required documentation is provided in a timely manner.

The Assistant Entitlement Manager must have a strong knowledge of permitting requirements and regulations, as well as excellent communication, organizational, and time management skills. They must be able to work independently and as part of a team, and handle confidential information with discretion.

The Assistant Entitlement Manager reports to the Director of Operations and may work in an office environment or in the field.

Objectives

1. Obtain all required permits and approvals for construction projects in a timely and efficient manner, while ensuring compliance with all applicable laws and regulations.

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2. Maintain accurate records of all permit applications, approvals, and denials, and provide regular reports to management on the status of permitting activities.
3. Develop and maintain positive relationships with government agencies and contractors, and effectively communicate with them to obtain necessary permits and approvals.
4. Keep up-to-date with changes in laws, regulations, and policies related to permitting and ensure that internal teams are informed of any changes that may affect their work.
5. Conduct regular reviews of the permitting process and make recommendations for improvements.

Responsibilities/Duties

1. Coordinate the preparation and submission of permit applications to various government agencies, including zoning, building, and environmental agencies.
 - a. Ensure that all permit applications are accurate and complete and that all required documentation is provided in a timely manner.
 - b. Communicate with government agencies and contractors to obtain necessary permits and approvals, and follow up on the status of permit applications.
 - c. Work with project managers and engineers to identify potential permitting issues and develop strategies to address them.
2. Maintain accurate records of all permit applications, approvals, and denials, and provide regular reports to management on the status of permitting activities.
3. Keep abreast of changes in regulations and requirements related to permitting, and ensure that all projects comply with applicable laws and regulations.
 - a. Performs and manages to draft and executing of submittal applications for permit processing
 - b. Assists and/or prepares development budgets to outline projected city fees and monitors time and cost schedules
4. Meetings/research with various city departments/agencies required for project-related services
5. Tasks as assigned related to real estate development, policy development, organizational budgets, planning, and administration
6. Ability to communicate building permit requirements to internal and external
7. Assist in the development and implementation of permitting policies and procedures to ensure consistency and efficiency in the permit application process.



8. Project Plan Maintenance & Retention including organizing, tracking, and performing any necessary purging
9. Must be willing and able to travel to oversee the projects at various stages.
10. Generate and continuously maintain reporting data for respective projects, reporting to upper management as necessary.
11. Work across the department to roll out new initiatives and meet targets.
12. Recommend and update processes and systems within MWE.
13. Stay current on advances in logistics and technology and incorporate new technologies into procedures.

Qualifications

- Bachelor's degree in engineering, environmental science, or related field preferred.
- 2+ years of experience in permitting coordination or related field.
- Strong knowledge of permitting requirements and regulations.
- Displays strong analytical abilities, time management, negotiation, and problem-solving skills
- Demonstrates basic knowledge of budgets and finance
- Excellent communication skills, both written and verbal.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and project management software.
- Attention to detail and ability to multitask.
- Ability to handle confidential information with discretion.
- Must be able to facilitate/drive a successful outcome from stakeholder meetings
- Must be able to manage multiple projects and prioritize workload.

Physical Demands:

- This job may require prolonged periods of sitting, standing, and walking.
- May require occasional lifting of up to 25 pounds.

Work Environment:

- This job may require working in an office environment and in the field.
- It may require occasional travel to project sites or government agencies.

The Ideal Candidate/Important Qualities

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1. Strong communication skills: The permitting coordinator should have excellent communication skills to effectively communicate with various stakeholders, including regulatory agencies, internal teams, and external consultants.
2. Attention to detail: The permitting process involves a lot of documentation and information, and a successful permitting coordinator should be able to pay close attention to details to ensure that all requirements are met.
3. Problem-solving skills: The permitting process can be complex, and a successful permitting coordinator should have strong problem-solving skills to identify potential issues and develop solutions to resolve them.
4. Time management: A successful permitting coordinator should be able to manage their time effectively to ensure that permits are processed in a timely manner and that deadlines are met.
5. Organizational skills: The permitting coordinator should be highly organized, keeping track of multiple permits, deadlines, and documentation requirements.
6. Flexibility: The permitting process can be unpredictable, and a successful permitting coordinator should be flexible and able to adapt to changes in regulations, timelines, and priorities.
7. Collaboration skills: The permitting process often involves multiple stakeholders, and a successful permitting coordinator should be able to collaborate effectively with internal teams, regulatory agencies, and external consultants.
8. Knowledge of regulations: A successful permitting coordinator should have a strong understanding of relevant regulations and policies related to the permitting process to ensure compliance and minimize risks.



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