

Land Resources Administrator

Employer Information

Organization Name: Truland Homes

Job Department: Land Resources

Reports to: Tom Stokes, Director of Strategic Resources

Job Location: Spanish Fort

State: Alabama

Purpose:

The Land Resources Administrator (LRA) shall live, lead, and work in alignment with the purpose, vision, and values of Truland Homes while implementing the business unit strategy to the highest level of performance. The LRA is responsible for effectively managing all systems, processes, policies, and procedures related to land resource tracking and POA setup and maintenance. The LRA's primary role is support of divisional and global initiatives through accurate and timely management of land pipeline tracking, community documents and coordination of POA matters.

Education:

Required:

High School diploma

Two years of relevant work experience

Skills:

- Skillful in process and resource management
- Skillful in the use Microsoft Excel, Word, Power Point, and able to quickly adapt to industry specific applications
- Knowledge of manual and computerized record keeping systems and related office equipment
- Ability to read, interpret and explain maps, blueprints, and legal descriptions
- Ability to perform various tasks while subject to interruption and to perform work per schedules and timelines
- Ability to represent department goals and objectives
- Ability to establish and maintain effective working relationships
- Ability to communicate effectively using tact, patience, and courtesy
- Excellent customer service skills and attention to details

Tasks:

- Responsible for maintaining the global lot burn report monthly to include number of started homes and remaining lot inventory and projects lot pipeline depth.
- Track global community takedown requirements and status.
- With support from divisional personnel, create and maintain lot matrix for each active and upcoming community.
- Act as company liaison to property managers, homeowners, sales agents, and internal staff to assist with questions, issues, and requests for all divisions within Truland Homes.
- Ensure proper insurance and maintenance agreements are in place for all communities.
- Serve as occasional back-up for Starts Coordinator
- Work with manager and other staff members on reports and special projects as assigned while effectively managing the core responsibilities of this position.
- Other duties as assigned.

Truland Homes, LLC shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. Truland Homes, LLC's commitment to equal employment opportunity applies at all levels of employment, in all job titles, including the executive level, and to all employment actions, including but not limited to decisions concerning recruitment, hiring, training, and promotion.

Please send cover letters and resumes to

Tom Stokes

Director of Strategic Resources

Tom@trulandhomes.com