



NINEOAKS DEVELOPMENT JOB POSTING

May 5, 2023

Position: Project Coordinator/Administrative Assistant
Location: 3621 Hendricks Avenue, Jacksonville, Florida 32207
Duration: Full Time
Start Date: June 2023

NineOaks Development is a full-service real estate development firm focused on providing comprehensive client solutions and delivering high quality projects throughout the country. Our team's core strengths include helping clients with program development and project solutions from pre-development phase to construction completion. We believe in partnership, the expression of individual talents brought together through a shared vision, and we value intellectual curiosity. With an emphasis on creativity, flexibility, and innovation, our team provides customized, solutions-based approaches to projects for our clients.

Our services include project management, land acquisition, project design and engineering, construction management, budgeting, financial modeling, and property management.

Position Responsibilities

- Coordinate and schedule in-house and external meetings.
- Create and send monthly invoices to clients. (Add corresponding invoices to Quickbooks)
- Support budgeting and bookkeeping procedures.
- Provide project support. (Retrieve project information, contact vendors to obtain proposals, project research, due diligence, etc.)
- Assist with the preparation of presentations, spreadsheets, and reports.
- Project documentation. (Meeting notes, agendas, follow up, file management and other communications)
- Communicate with clients to identify and define project requirements, scope, and objectives.

Requirements and Skills

- Proven work experience as a Project Coordinator, Administrator, or similar role.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Solid time-management with the ability to prioritize tasks and strong organizational skills.
- Excellent verbal and written communication skills.
- Familiarity with office management procedures and basic accounting principles.
- Ability to work effectively both independently and as part of a team.

If interested in applying, please submit your resume to careers@nineoaksdev.com

Job Posting Expiration Date: May 22, 2023