



**Job Title:** Permit Expeditor

**Position Reports to:** Sr. Project Manager

**Responsibilities:**

- Maintain open communication with Egan Operations team to ensure accurate project fluidity & Permit status/O.T.D.
- On multiple projects, maintain on-time delivery of all permitting related projects utilizing Egan's project life cycle.
- Complete projects using Egan's internal permitting process as well as external coordination and relationships.
- Direct, organize and control permit related project activities.

**Duties:**

- Maintain detailed accurate documentation in Egan's job management software "Sign Manager" to communicate up to date permitting activity status for all project involvement.
- Prepare & issue purchase orders for all projects requiring code checks.
- Review all Code checks upon receipt for accuracy & provide feedback (as needed) to the Operations team regarding specific township regulations and or requirements.
- Obtain & review Landlord LOA (Letter of Authorization) forms on all permit related projects
- Maintain good working relationships with all direct Township personnel (as needed)
- Prepare & Distribute Purchase orders and supporting documents for all permit related projects
- Coordinate with vendors who are providing permitting assistance (installers) to ensure permit approvals are met on time using Egan's project lifecycle.
- Obtain copies of final permits and document/save in Egan Signs software (Sign Manager)
- Follow protocol on email structure guidelines.

**Vendor Contact:** Accept and respond to vendor & township inquiries professionally and with an immediate reply attitude is expected to confirm receipt of communications.

**Internal Contact:** Accept, respond & complete all permitting requests, professionally utilizing Egan Signs internal timeline & project lifecycle. Provide accurate communication with Egan Operations team on a daily basis.

**Administrative:** Maintain adequate files and records for all project involvement utilizing paperless filing guidelines to assure accurate project history. This includes documentation of all activities, emails and follow-up records in Sign Manager.

**Skills:** Strong pro-active verbal and written communication skills; Effectively meet aggressive project deadlines; Ability to prioritize and manage a daily task list; Proficient multi-task skills; Strong computer skills are essential to success in the position. Background in the sign industry, construction industry and or permit coordination is preferred.

**Hours Required:** This position is designed to be a 40-hour per week responsibility; however, daily working hours may extend beyond normal business hours depending on workload. Availability to customers during normal business hours is expected.