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### **Job Opportunity:**

Coastal Engineering Associates, Inc., (COASTAL) established in 1958, is a multi-disciplined firm providing Surveying, Engineering, Planning, Environmental and Construction Management Services in the four-county region of Hernando, Citrus, Sumter, and Pasco Counties. COASTAL is located in Brooksville, FL. COASTAL is seeking a highly organized, motivated individual for full-time employment as a **Permit Coordinator and Administrative Coordinator** in our Main Office located in Brooksville, FL.

### **Job Summary:**

Assist Project Managers and Engineering Staff with coordinating, completing, and filing permit applications, performing land development, and building code research, bid proposal generation, coordinating with multiple government agencies, coordinating meetings, preparation of permit schedules, management of permit responses, post permit assistance including tracking shop drawing submittals, bid questions, and requests for information from contractors.

Prior permitting experience in the City of Brooksville, Hernando County, Pasco County, Citrus County, Sumter County, SWFWMD (Southwest Florida Water Management District), FDOT (Florida Department of Transportation), FDEP (Florida Department of Environmental Protection), and/or other government entities is preferred.

### ***Additional Duties and Responsibilities may include:***

- Coordinates and provides office management and administrative services.
- Assist with the organization of both the digital and hardcopy filing systems.
- Scanning of documents into an electronic filing system for long-term archival and retrieval.
- Become familiar with the existing filing system and identify any potential opportunities for improvements or adjustments.
- Coordinates directly with clients and potential clients.
- General administrative duties as assigned (i.e., binding reports and submittal packages, deliveries, job site visits, etc.).

### ***Job Requirements:***

- Valid driver's license.
- 2+ years of experience in an office environment preferred, but not required.
- Knowledge of filing systems.
- MUST have strong computer skills. Proficient in Microsoft Office programs.
- Keen attention to detail and a commitment to accuracy.
- Excellent organizational abilities.
- Time management skills and ability to thrive in a fast-paced work environment.
- Willingness to follow directions and carry out company processes.
- Interpersonal communication skills to successfully collaborate with staff members and interface with clients.
- Ability to work independently and as part of a team.

Minimum starting hourly rate is \$22.00 per hour plus company benefits based on employee experience, references, and related knowledge of job responsibilities. COASTAL offers a health insurance plan, retirement savings plan, a profit-sharing 401k program and a company bonus plan for qualified employees; base work hours Monday through Friday, 8:00 a.m. to 5:00 p.m.

COASTAL is seeking associates that are true team players and who are committed to quality, integrity, excellence, and growth. If you are experienced in your chosen field and would like work in an interesting environment with talented professionals and an energetic support staff; send your resume to Lindsay Ollier for consideration.

### **Contact Information:**



**Lindsay N. Ollier**

Coastal Engineering Associates, Inc.

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