



Example of Land Manager Job Description

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Our company is growing rapidly and is looking to fill the role of land manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for land manager

- Manage construction schedule to ensure on-time delivery of lots in accordance with business plan
- Coordinate inspection process in cooperation with site contractor
- Communicate safety standards to laborers and sub-contractors
- Prepare and submit weekly progress reports
- Other duties or projects as assigned or needed
- Maintain records of all change orders and/or purchase orders and inspections in a community
- Establish direct relationships with potential buyers (brokers, land owners)
- Initiate land deals and start preliminary negotiations
- Prepare offers and submit Letters of Intent (LOI)
- Researches, reviews, analyzes, and maintains property records and right-of-way, license, and easement related agreements

Qualifications for land manager

- Must have residential land acquisition experience in single-family or in-fill projects and proven success navigating through the unique obstacles inherent in the Seattle market
- Bachelor's degree in construction management or real estate preferred
- Background in project planning and estimating is a plus
- Strong financial and accounting skills, analytical and computer skills
- Bachelor's degree in Construction, Engineering or other related field preferred

