



COLEMAN ENGINEERING COMPANY

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Easement Acquisition Coordinator

Coleman Engineering is hiring for an Easement Acquisition Coordinator to work in Appleton, WI. Responsibilities include completing the timely acquisition of rights from property owners for the construction of utilities and other similar facilities. Duties involve negotiating permissions, easements, permits, leases and licenses by contacting property owners. The candidate will conduct title searches by researching and analyzing public documents; perform site visits; meet with land owners; represent the company at informational meetings; work with surveyors, design specialists, construction crews and municipalities to prepare easements, legal descriptions, documents, correspondence, reports and other materials pertaining to the right-of-way and real estate transactions to coordinate the construction and relocation of service facilities. The position involves frequent contact with the public, effective communication, interpersonal and conflict resolution skills, and the exercise of good judgment. The candidate will be responsible for multiple projects involving good organization and prioritization skills. Candidate must be proactive, organized and proficient with computers, including working knowledge of MS Office Products. The ideal candidate will have experience in conducting the duties listed, however, supplemental training will be provided for the right candidate.

Coleman Engineering Company offers competitive salaries and benefits, including 401K plan and the opportunity to advance your career in a professional and challenging work environment. Send resumes to Coleman Engineering Company, 635 Circle Drive, Iron Mountain, Michigan 49801, Attn: Bobbie Normand, or email bnormand@coleman-engineering.com. EOE