

BHL Federal
Permit Coordinator, NC

Company Overview:

BHL Federal specializes in disaster relief and recovery construction projects. Our team helps rebuild homes and communities affected by hurricanes and other natural disasters. With new projects expanding into the Asheville area, we're seeking a driven Preconstruction Manager to help us lay the groundwork for successful execution. As part of our commitment to community development, we are actively seeking Section 3 employees for this and future roles.

Job Description

Serve as the permitting point person for new home construction at BHL Federal. Responsible for managing all required municipal approvals, coordinating document flow internally and externally, and ensuring projects commence on schedule. This job requires a high degree of specialized expertise, as well as the ability to maintain established quality standards. This person must be driven, determined, and self-disciplined, with a commitment to accurate, high-quality, and rapid results.

The work requires specialized knowledge, as well as technical ingenuity. Someone in this role must be comfortable solving problems while adhering to approved organizational systems and technology. They will be expected to produce thorough, high-quality work. New ideas and concepts are also important but must be carefully analyzed and tested before being implemented. The ideal candidate is someone who fosters trust, demonstrates a sense of urgency, consistently hits quality standards, and makes decisions in support of company guidelines.

Responsibilities

- Assemble complete permit packages and submit to jurisdictions.
- Track permitting status, review revisions, and resolve application setbacks.
- Process fee payments and inspection scheduling.
- Maintain comprehensive internal logs and coordination schedules.
- Liaise regularly with architects, engineers, division teams, and municipal reviewers.
- Attend public hearings or meetings when applicable.
- Stay current on local zoning/building code changes and update teams accordingly.

Requirements and Qualifications

- HS Diploma/GED required; Associates/Bachelor's degree preferred.
- 1–2+ years experience in construction permitting, residential building admin, or project coordination.
- Proficiency in MS Office; experience with project tools like CompanyCam, BuilderTrend or similar a plus.
- Ability to read blueprints and site plans accurately.
- Excellent organization, communication, and time management skills.
- Valid driver's license; ability to visit municipal offices and job sites.

Additional Qualifications

- Comfort working in high-volume, deadline-driven environments.

- Preference for varied tasks or projects. Comfortable balancing multiple simultaneous projects in a fast-paced environment.
- Strong interpersonal skills and team collaboration. Communicates based on the task or technical needs at hand, defining clear team roles.
- Detail-oriented mindset with proactive problem-solving.
- Focus is on technical and analytical work. Must adhere to established standards and guidelines, troubleshooting problems based on expert knowledge.

Job Type: Full-time

Pay: \$55,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- Health insurance
- Dental Insurance
- Vision Insurance
- Paid time off

Schedule:

- Monday to Friday

Work Location: In person



CONTACT: Human Resources Department
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