



Land Development Assistant

Beverly Homes is a second-generation, family-owned business located in Conway, SC. With over 15 area communities in Horry and Georgetown counties and over 45 years of local real estate, construction, and market knowledge, Beverly Homes is fulfilling new home dreams every day.

Beverly Homes is growing our dynamic TEAM by hiring a Land Development Assistant to apprentice under and support the Land Development Manager in developing raw land and installing infrastructure to enable construction of new homes. This position requires both field and office work with diversity throughout the day.

Responsibilities:

- Support business operations alongside Land Development Manager
- Coordinate construction schedule for the land development process
- Build and maintain relationships with municipalities, engineers, and utility contractors
- Coordinate contractors, inspectors for completion of project
- Assist in building and maintaining land development system
- Assist with various reporting and budgeting
- Perform other related field and administrative duties as assigned

Qualifications:

- College degree preferred
- Construction experience preferred but not required
- Project management experience preferred
- Workflow management skills
- Strong interpersonal skills
- Excellent verbal and written communication skills
- Dedicated, responsive, detail focused, and organized
- Ability to work independently within a team environment
- Strong follow-up skills
- Time management skills
- Clean driving record