



Senior Real Property Agent

Interwest Consulting Group is an industry leader in providing municipal services to cities and counties throughout the Western United States. We currently have more than 330 employees specializing in public works, building and safety, real estate acquisition, information technology and geographic information systems. We have attracted the best in our professions and are positioned for continued growth and success. Perhaps you could be part of this success?

Our Real Estate Division is currently seeking a **Senior Real Property Agent** with experience working in the **government/public agency sector** to join our team of professionals. The Agent will be based primarily in the City of San Jose and will be working on several large, interesting public transportation projects.

Duties may include:

- Negotiating and/or managing the acquisitions of various types of real property rights from private property owners and governmental agencies for road, utility and public transportation projects
- Coordinating escrow closings
- Researching and resolving title issues
- Preparing deeds for conveyances and recording
- Preparing tracking matrixes to manage schedules and acquisition processes
- Preparing offers to purchase property and documents related to property acquisitions

Preferred Skills

- Requires a strong customer service approach with solid organizational skills, plus ability to prioritize and manage multiple tasks
- Effective communication and computer skills are essential
- Ability to read and understand construction and legal descriptions a plus

REQUIRED EDUCATION & EXPERIENCE

- Bachelor's Degree
- California Real Estate License
- Minimum 2 years' experience in Real Estate or Escrow

Why Interwest?

At Interwest, we appreciate the opportunity to mentor as well as learn from each other – the opportunities to learn and grow with us are endless. We work hard. We collaborate. We encourage personal and professional growth. We strive for a work-life balance. And yes, we have fun too! We offer competitive salaries and excellent benefits including medical, dental, vision, employer paid life insurance, flexible spending, employee assistance program, long term disability insurance, ESOP (Employer Stock Ownership Plan), 401(k) retirement plan, paid holidays and generous paid time off.

If you are interested in pursuing a career at Interwest, please submit your required letter of interest and resume to careers@interwestgrp.com. For more information, visit us at www.interwestgrp.com.