

Seeking NYC DOB Expeditor/Administrator

Oculus Consulting Group, consultants to the design and construction industry and a subsidiary to a prominent Architectural firm in Midtown Manhattan, is hiring an Expeditor/Administrator for our busy NYC office.

The applicant should be computer savvy with the ability to quickly learn to navigate tri-state area municipal agencies' filing processes. The applicant will immediately be exposed to the DOB BIS, eFiling, DOB NOW, FDNY, & LPC online portals. Candidate will file, track and coordinate multiple active filings. The new team member will work with fellow employees as well as clients to resolve filing issues and objections. Excellent interpersonal, organizational skills, and ability to communicate effectively, both verbally and in writing required. The candidate must be self-sufficient and proficient in Word, Excel and Outlook at minimum. Occasional project site visits and city agency visits may be necessary. Drafting skills using CAD a definite plus. Position is in-person and candidate must be fully vaccinated and boosted against Covid-19. (Proof of vaccinations required).

Send resume to:

Fran Garace fran@oculuscorp.com and Debra Nicholson debra@mimacaluso.com