**Job Description:**

Doyle Land Services is looking for an experienced Senior Right-of-Way/Acquisition Agent to plan and coordinate the acquisition of Solar Farm Leases in Missouri and Illinois. The Senior Right-of-Way Agent will handle negotiations and relationship management with landowners while coordinating project activities directly with the client. ***We are looking for agents local to Central Missouri, Eastern Missouri or St. Louis, but will consider any agents living in Missouri or Illinois or agents willing to relocate without per diem*.** The Agent will work from home part-time but is expected to travel regularly to meet with landowners. ***Per Diem is not included***, but hotel costs, meals and mileage will be reimbursed when traveling to the field. This is *a****5 day per week position, and you MUST HAVE A MISSOURI REAL ESTATE LICENSE to be considered***.

**Tasks and Responsibilities:**

* Negotiate the acquisition of solar leases, option agreements and letters of intent with landowners
* Updating landowner contact/line list on a daily basis
* Using Google Earth Pro to manage project activities and update kmz to demonstrate progress
* Preparing weekly progress summaries
* Communicating progress with the Client and your Doyle Supervisor
* Researching landowner contact information, making phone calls, making in-person visits to landowner addresses and preparing mailouts to landowners we can't locate via phone/in-person visits
* Meeting with the Client and Doyle Supervisor via video conference
* on a weekly basis to report progress
* Researching tax cards and vesting deeds to confirm ownership (as needed/requested by client)
* Perform administrative tasks including creation and approval of associated forms and documents

**Knowledge, Skills, and Abilities:**

* Proficient in Microsoft Office, including word processing, spreadsheets, database, presentation software, electronic mail and scheduling.
* Proficient in Google Earth Pro and reviewing kmz’s
* Effective oral and written communication skills.
* Strong public relations skills including the ability to deal professionally and diplomatically with landowners and the general public to negotiate land acquisition agreements.
* A valid driver’s license with a history of a safe driving record.
* Ability to work from home and in the field
* Experience with negotiating practices.
* Ability to comprehensively interpret legal documents.
* Ability to travel extensively throughout the state for extended periods.

**Job Details:**

* Full-time Employee
* 5 days per week
* Start Date: 5/20/22
* Expected Project Length: 3-6 months, depending on success
* Pay: $1,375.00 - $1,625 per week, depending on experience
* Doyle offers Health Insurance and a 401k plan
* Per diem is not included, but reasonable hotel and meal costs will be reimbursed when traveling in the field overnight
* Mileage will be reimbursed at the GSA rate
* Project-related expenses are reimbursed at cost