



## Vertical Bridge Job Description

<b>Job Title:</b>	Project Manager	<b>Date:</b>	7/6/17
<b>Department:</b>	Operations	<b>Location:</b>	Chicago, IL
<b>Reports To:</b>	EVP of Operations	<b>FLSA Status:</b>	Exempt

### Summary:

The Project Manager is responsible for complete coordination of all telecom activities, budgeting process, tenant, vendor, and client requirement management within the scope of work awarded to Vertical Bridge at the Willis Tower.

### Job Functions:

1. Coordinate set up of the project(s), budgets, scheduling and initiation of all new and existing telecom tenants' activities on the various roof spaces at the Willis Tower
2. Attend weekly, daily, and monthly meetings as required with the property management team, address their inquiries, support their needs, and provide reports, data, and information required of Vertical Bridge within the agreed upon scope of work and timelines
3. Define project based on annual op ex and cap ex budgets and continuously update them as required by the client or as schedules and scope of works change.
4. Handle day to day project level customer, contractor, and internal communications – verbal and written
5. Develop and nurture client relationship by identifying requirements; anticipating and resolving problems
6. Support and work with the Vertical Bridge client relationship manager to prepare full annual rooftop budget and other related tasks.
7. Prepare bi-monthly key performance indicator reports for the client to show progress, challenges, and budget updates related to all projects under Vertical Bridge's responsibility.
8. Initiate and conduct necessary meetings to keep project on schedule and within budget with early problem resolution, tenant and vendor meetings, etc.
9. Prepare, coordinate, and close out all required accounting requirements for each project including requisitions, purchase orders and invoice approvals
10. Complete all project closeouts including site walks, punch list item completion, document scanning, site binder, and accounting
11. Maintain all project records and data on company database and utilize workflow and project management tools to manage assigned projects
12. Ensure assigned projects do not exceed allotted budget or scheduled timelines
13. Prepare annual CMA bill back invoices
14. Interface with other VB personnel and departments as required
15. Perform other duties as assigned by the EVP of Operations

### Supervisory Requirements:

None

### Working Conditions and Physical Demands:

Position will be based at the office assigned to Vertical Bridge at the Willis Tower Building including but not limited to facilities and the various rooftops at this building as required. Must be able to lift and carry 75 pounds, be able to physically climb steps and get to telecom installation locations at the building. Position will involve some travel including for company meetings in Florida.



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### **Education and Experience:**

1. Four year degree required, prefer Project Management Certification
2. Minimum 7 years of experience in broadcast and wireless communication technologies, construction, project deployment and management
3. Experience with handling and managing P&L of up to \$12 Million per year
4. Proficient user of MS Office products
5. Demonstrated mastery in ongoing multiple tasking and project management skills
6. Required to have a valid driver's license
7. Ability to work in fast-pace and pressured environment
8. Excellent client and vendor relationship skills
9. Effective in an entrepreneurial culture, working independently and as part of a team

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