



Vertical Bridge Job Description

Job Title:	Administrative Assistant - Legal	Date:	05/10/22
Department:	Legal	Location:	Boca Raton
Reports To:	Paralegal Manager	FLSA Status:	Non-Exempt

Summary:

The Administrative Assistant will assist the Legal Department with legal administrative and organizational functions relating to title, survey, document recording, files, corporate entities, and certificates of insurance. Assist paralegals and attorneys as requested. Perform general recording and legal compliance functions for properties acquired, owned, or operated by the Company. Provide executive assistance to General Counsel and Associate General Counsel.

Job Functions:

1. Place orders for title commitments relating to properties acquired and developed by the Company
2. Place orders for surveys and coordinate with title exceptions and title company, as requested by paralegals
3. Coordinate recording of documents, and work with paralegals to resolve recording rejections
4. Update and maintain corporate organizational chart
5. Coordinate filing and creation of new entities and maintain status and qualifications of existing corporate entities
6. Obtain up to date certificates of insurance from tenants
7. Perform general administrative functions and executive assistance to General Counsel and Associate General Counsel
8. Provide general assistance to Legal Team

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with limited to no travel.

Education and Experience:

1. Associates degree in business or related field, preferred
2. Minimum of 3 – 5 years' experience working in administrative capacity, experience with real estate related fields preferred
3. Must be able to professionally communicate with outside vendors and representatives in verbal and written form
4. Proficient user of MS Office suite products – Office, Word, and Excel
5. Demonstrated mastery balancing multiple tasks and have strong organizational skills
6. Effective in an entrepreneurial culture, working independently and as part of a team

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