



Vertical Bridge Job Description

Job Title:	Contract Manager	Date:	08/15/22
Department:	Leasing Operations	Location:	Boca Raton, FL
Reports To:	Director of Lease Administration	FLSA Status:	Exempt

Summary:

The Contract Administrator will be responsible for drafting, reviewing, editing, negotiating, and processing collocation lease agreements and other carrier related contracts, including amendments to existing collocation lease agreements. The Contract Administrator will support the company's Director of Leasing Operations and facilitate and manage the exchange of documentation between the Leasing Operations Department and the Leasing Department.

Job Functions:

1. Receive written requests from Leasing Department for drafting and preparing carrier contracts
2. Draft and prepare carrier contracts consistent with information provided by the Leasing Department
3. Facilitate and manage the exchange of carrier contracts between the Leasing Department and Leasing Operations Department
4. Draft, edit and negotiate contract provisions and escalate complex issues to Director of Leasing Operations
5. Communicate with the Leasing Department and external parties as necessary to resolve outstanding matters and issues relating to carrier contracts
6. Develop an understanding for when deviations need to be made to standard carrier contracts and implement such deviations
7. Manage and track open transactions and diligently pursue finalizing contracts
8. Prepare executable copies of carrier contracts with exhibits and schedules compiled and route executable copies for execution via DocuSign and other means
9. Assist with developing a contract library and repository for standard contracts and contract provisions
10. Learn the functionality of the company's contract management software and assist with incorporating new agreements into the software's contract library
11. Meet monthly, quarterly and annual target goals for contract generation and contract execution

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 minimal travel.

Education and Experience:

1. Bachelor's degree or equivalent combination of education and experience in business or another related field required
2. If Paralegal, minimum 2 years paralegal certificate or equivalent experience with legal documents and contract preparation (real estate or leasing focus preferred)
3. If JD, then minimum 1 - 2 years of experience with legal documents and contract preparation (real estate or leasing focus preferred)



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4. Minimum 1-2 years of experience in wireless communication preferred
5. Proficient user of Word, Excel and other MS Office suite products
6. Excellent client and vendor relationship skills
7. Ability to prioritize, time manage and multi-task with limited supervision and under firm deadlines
8. Effective in an entrepreneurial culture, working independently and as part of a team

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