



Vertical Bridge Job Description

Job Title:	Contract Manager – Property Interests	Date:	09/16/22
Department:	Leasing Operations	Location:	Boca Raton, FL
Reports To:	Director of Leasing Operations	FLSA Status:	Exempt

Summary:

The Contract Manager will be responsible for drafting, reviewing, editing, negotiating, and processing documentation associated with the Company's purchase/leasing of real estate. Specifically, the Contract Manager is tasked with ordering and reviewing title, preparing relevant documents, tracking milestones, working with internal/external counsel, and obtaining title insurance. The Contract Manager will support the company's Director of Leasing Operations and facilitate and manage the exchange of documentation between the Leasing Operations Department and the Development Department.

Job Functions:

1. Receive written requests from Development department for drafting and preparing real estate contracts
2. Draft and prepare real estate contracts consistent with information provided by the Development department
3. Facilitate and manage the exchange of real estate contracts between the Development department and Leasing Operations Department.
4. Draft, edit and negotiate contract provisions and escalate complex issues to Director of Leasing Operations or Corporate Counsel.
5. Review and analyze title documents and land surveys, clear title defects to obtain title insurance.
6. Communicate with the Development department and external parties as necessary to resolve outstanding matters and issues relating to real estate contracts.
7. Develop an understanding for when deviations need to be made to standard contracts and implement such deviations.
8. Manage and track open transactions and diligently pursue finalizing contracts.
9. Prepare executable copies of real estate contracts with exhibits and schedules compiled then route executable copies for execution via DocuSign and other means
10. Assist in maintaining the Company's database of sites and project milestones
11. Assist with developing a contract library and repository for standard contracts and contract provisions
12. Learn the functionality of the company's contract management software and assist with incorporating new agreements into the software's contract library
13. Answer routine questions and provide internal and external support regarding real estate matters in a high-volume environment while maintaining a focus on client services
14. 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.



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Education and Experience:

1. Bachelor's degree or equivalent combination of education and experience in business or another related field
2. If Paralegal, minimum 2 years paralegal certificate or equivalent experience (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)
4. Minimum 1-2 years of experience in wireless communication preferred
5. Minimum 2 years of experience producing and working with legal documents preferred
6. Proficient user of Word, Excel, and other MS Office suite products
7. Excellent client and vendor relationship skills
8. Ability to prioritize, time manage and multi-task with limited supervision and under firm deadlines
9. Effective in an entrepreneurial culture, working independently and as part of a team

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