



Vertical Bridge Job Description

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| Job Title: | Leasing Project Manager | Date: | 08/11/22 |
| Department: | Leasing & Marketing | Location: | Boca Raton, FL |
| Reports To: | VP Lease Administration | FLSA Status: | Exempt |

Summary:

The role of a Leasing Project Manager (LPM) is responsible for internal coordination and processing with the Regional Leasing Managers (RLM) and Regional Operations Managers (ROM) of all new colocation applications including documentation, data entry and on-going management of existing tenant leases and amendments.

Job Functions:

1. Work with RLM as required with inquiries to initiate new colocations or modifications on Vertical Bridge sites
2. Coordinate/participate with all the colocation project activities with internal and external resources from project start to completion
3. Establish and maintain daily project plans and schedules; work directly with RLM, ROM and tenant as may be required with support from internal and external resources
4. Handle day to day project level tenant and internal communications – both written and verbal.
5. Develop and nurture client relationship by identifying requirements, anticipating, and resolving problems
6. Monitor and communicate metrics with tracking tools and reports
7. Initiate and conduct necessary meetings/calls to keep project on schedule with early problem detection and resolution
8. Working with the project team to ensure completion of all project related items including application, document receipt, structural analysis, execution of documents and filing
9. Recheck all tenant leases and documentation on completion, review and coordinate any requirement for correction and documentation
10. Ensure all data on new tenant application and project deal fields are entered correctly
11. Manage existing leases (renewals and recontracts) and related activities including escalators, internal documentation requests, amendments, and on-going site data entry
12. Work with all internal resources to ensure proper processing, interpretation and access to tenant leases and documentation
13. As required, work with tenants in resolution of any lease concerns/issues
14. Perform other duties as assigned by the VP of Lease Administration

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 strongly preferred or equivalent combination of education and experience in business or another related field
2. Minimum 2 years paralegal certificate or equivalent experience with focus on Real Estate
3. Minimum 3 - 5 years of experience in wireless communication or Real Estate required
4. Minimum two years of experience producing and working with legal documents preferred
5. Proficient user of 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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