



Vertical Bridge Job Description

Job Title:	Asset Manager	Date:	6/15/18
Department:	Legal and Asset Management	Location:	Boca Raton
Reports To:	Director of Asset Management	FLSA Status:	Exempt

Summary:

The Asset Manager will perform real estate management functions for those properties owned and/or operated by Company. The position will be the focal point for all site expansion and ground lease renewal and expiration activities with landowners and internally. The Asset Manager analyzes revenues and remaining ground lease terms to propose rental adjustment programs.

Job Functions:

1. Develop and foster positive working relationship with landowners and/or their representatives for the site locations leased or managed by Company
2. Analyze and negotiate all lease extensions and execute all lease term renewals
3. Provide landowner good understanding of the leasing and rental processes and properly manage expectations
4. Obtain prompt and efficient landowner approval and signatures for documents such as estoppels, SNDA's, consents
5. Provide insurance coverage evidence to landowner, as required by lease
6. Liaise with Accounting and other departments to assure accurate and timely payment of ground lease rents
7. Liaise with Leasing, Development, and Legal departments to facilitate the negotiation and preparation of ground lease amendments, notice and consent letters, carrier easements, and or lease premises expansions
8. Work closely with Leasing, Development, Operations, and Accounting departments concerning lease issues, site access issues, maintenance issues, rent or other payment issues
9. Interface with Legal department and other support groups to review and abstract ground lease/property data
10. Provide analysis and recommendations to assist in increasing net revenues

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 minimum travel.

Education and Experience:

1. Minimum four-year degree required; preferably in business or other related field.
2. Minimum three years of experience; preferably in real estate or commercial/telecommunications leasing
3. Minimum two years of experience producing and working with legal documents preferred
4. Advanced Excel competency and proficiency with other MS Office suite products
5. Basic understanding of financial reporting and lease rental and charges activity reporting



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6. Strong negotiating skills with experience in property management and relationship fostering
7. Strong organizational skills; with attention to detail
8. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
9. Ability to prioritize, effectively manage time, and multi-task with limited supervision and under firm deadlines
10. Ability to work in fast-paced, high-growth changing environment

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