



## Vertical Bridge Job Description

<b>Job Title:</b>	Project Coordinator	<b>Date:</b>	1/23/18
<b>Department:</b>	Development	<b>Location:</b>	Boca Raton, FL
<b>Reports To:</b>	Vice President Tower Development	<b>FLSA Status:</b>	Exempt

### Summary:

The Project Coordinator is responsible for assisting the Project Managers with the project coordination process.

### Job Functions:

1. Provide administrative support on Development Projects and to Project Managers
2. Review, process, and complete Site Number Request Forms for specific projects
3. Receive and process vendor quotes and complete Purchase Order Request Forms and submit to Finance
4. Coordinate the request for title search and forward to Legal for completion
5. Coordinate payment of departmental invoices and check requests by reviewing and matching to appropriate PO's
6. Coordinate pending items from the Notice to Proceed Checklist by requesting outstanding items from Project Managers and vendors
7. Receives site data from the project manager; checks for accuracy and enters information in company database
8. Maintains and updates the Project Manager's Project Tracker Weekly, or as needed
9. Request and track vendor agreements/requirements for approval
10. Assist with various Development department special projects as requested

*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. Associates degree required, preferably in business or other related field
2. Minimum two years of experience preferably in wireless communication, construction, or Real Estate
3. Minimum two years of tower experience preferred
4. Prior experience in Dynamics AX or similar accounting software, preferred
5. Expert user of Excel and proficient with other MS Office suite products
6. Excellent client and vendor relationship skills
7. Effective in an entrepreneurial culture, working independently and as part of a team

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