



## Vertical Bridge Job Description

<b>Job Title:</b>	Asset Manager	<b>Date:</b>	7/17/2020
<b>Department:</b>	Legal and Asset Management	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Vice President, Associate General Counsel	<b>FLSA Status:</b>	Exempt

### Summary:

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

### 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 amendments, and execute all lease term renewals
3. Analyze data and provide recommendations to assist in increasing net revenues and improve systems
4. Obtain prompt and efficient landowner approval and signatures for documents (e.g. consents)
5. Cooperate with Accounting and other departments to assure accurate and timely payment of ground lease rents
6. Work closely 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
7. Work closely with Leasing, Development, Operations, and Accounting departments concerning lease issues, site access issues, maintenance issues, rent or other payment issues
8. Interface with Legal department and other support groups to review and abstract ground lease/property data

*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 primarily 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
6. Strong negotiating skills with experience in property management
7. Strong organizational skills; with attention to detail



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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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