



Vertical Bridge Job Description

Job Title:	Asset Management Analyst	Date:	10/10/18
Department:	Asset Management	Location:	Boca Raton
Reports To:	Director of Asset Management	FLSA Status:	Exempt

Summary:

The Asset Management Analyst (AMA) will perform real estate analysis functions for all properties owned and/or operated by Company, and real estate management functions for a portfolio of properties owned and/or operated by Company. The AMA will analyze revenues and remaining ground lease terms and will develop reports and models based on this information. The real estate management of the portfolio of sites will entail working with the applicable landowners to facilitate continued operations at those sites.

Job Functions:

1. Review, analyze, and report on all real property holdings of the company
2. Prepare and update reporting and financial modeling tools for the Asset Management department
3. Provide analysis and recommendations for programs meant to increase net revenues
4. Interface with Legal department and other support groups to review, analyze, and correct property data
5. Develop and foster positive working relationship with portfolio of landowners
6. Negotiate agreements (leases, easements, etc.) with portfolio of landowners
7. Coordinate operational items (consents, site access, etc.) with portfolio of landowners, tower tenants, and various departments at the Company

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. Four-year degree required; preferably in business or other related field
2. 1-2 years of experience of real estate, commercial/telecommunications leasing is preferred
3. 1-2 years of experience in finance or accounting is preferred
4. 1-2 years of experience producing and working with legal documents is preferred
5. Strong negotiating skills with experience in property management
6. Highly organized, with attention to detail
7. Strong verbal and written communication skills
8. Advanced Excel competency and proficiency with other MS Office suite products
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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