



Vertical Bridge Job Description

Job Title:	Construction Coordinator	Date:	12/4/18
Department:	Development	Location:	Boca Raton, FL
Reports To:	Director of Construction	FLSA Status:	Exempt

Summary:

The Project Coordinator is responsible for assisting Construction/Procurement with utility set-up and coordination, project tracking and coordination and tower tracking and logistics process.

Job Functions:

1. Provide administrative support on Development projects and to Construction/Procurement Manager(s)
2. Gather information from Project Managers/Construction Managers to set-up power account for specific projects
3. Provide any documentation required by utility company to set up new account. Coordinate any additional easements required by the utility company with the respective Project Managers.
4. Work with respective architectural and engineering (A&E) vendor partners and Project/Construction Managers on specific projects to provide support on new power accounts utilizing internal forms which will specify VB entity name, billing information, deposits etc. (using VB New Power Order Checklist).
5. Coordinate payment of construction aide requests from utility companies with Project/Construction Managers on specific projects
6. Assist in the coordination of utility design walks between utility company, A&E vendor and Construction Manager (if available) when required
7. Maintain updates regarding utility coordination and completion for all VB NSB projects
8. Support Procurement Manager with requesting, tracking and processing vendor quotes to complete procurement and purchase of towers for NSB projects
9. Assist in maintaining and updating tower status and site bid/construction status tracker daily, or as needed
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. Minimum two-year associate degree required; prefer a bachelor's degree in business, real estate 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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