



Vertical Bridge Job Description

Job Title:	Project Coordinator	Date:	5/06/19
Department:	Development	Location:	Boca Raton, FL
Reports To:	Vice President Tower Development	FLSA Status:	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. Receive site data from the Project Manager; check for accuracy and enter information in company database
8. Maintain and update 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. Bachelor's degree preferred or equivalent combination of education and experience 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 working at or with AT&T preferred
5. Experience with Dynamics AX or similar accounting software
6. Expert user of Excel and proficient with other MS Office suite products
7. Excellent client and vendor relationship skills
8. Effective in an entrepreneurial culture, working independently and as part of a team

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