



Vertical Bridge Job Description

Job Title:	Real Estate Coordinator	Date:	01/08/19
Department:	Real Estate	Location:	Boca Raton
Reports To:	Real Estate Director	FLSA Status:	Exempt

Summary:

The Real Estate Coordinator will provide support to the daily operations and activities of the Real Estate department. This position will assist with maintaining and managing key real estate relationships with owners and work with other internal and external stake holders.

Job Functions:

1. Administer and create the owner's portal (point of contact for owners)
2. Maintain, modify, and integrate site and portfolio content in internal database
3. Assist and create new client kick-off presentations for VP and Directors
4. Work with the Legal department to finalize MRLA (master rooftop lease agreement) and amendments; process both internally and externally
5. Maintain, categorize, and classify physical and digital files of all MRLAs and amendments
6. Research property and ownership details using company and public resources
7. Create competitive market analysis reports during due diligence phase
8. Update internal databases by creating and maintaining client contact information
9. Order certificates of insurance (COI) for all MRLAs
10. Provide replies in response to leasing deal pipeline inquiries for Leasing department
11. Assist with various projects and assignments for the Real Estate department as needed

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's degree required; prefer a Bachelor's degree in business, real estate or other related field
2. Minimum one to two years of administrative experience (can include internships), preferably in Real Estate or related industry desired
3. Highly competent user of Excel and PowerPoint and proficient with other MS Office suite products
4. Excellent verbal and written communication skills with an emphasis on customer service
5. Ability to prioritize, time manage and multi-task with limited supervision and under firm deadlines
6. Ability to work in fast-paced, high-growth environment

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