



## Vertical Bridge Job Description

<b>Job Title:</b>	Administrative Assistant - Legal	<b>Date:</b>	03/04/22
<b>Department:</b>	Legal	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	SVP and General Counsel	<b>FLSA Status:</b>	Non-Exempt

### Summary:

The Administrative Assistant – Legal will assist the Legal Department with legal administrative and organizational functions relating to title, survey, document recording, files, corporate entities, and certificates of insurance. Assist paralegals and attorneys as requested. Perform general recording and legal compliance functions for properties acquired, owned, or operated by the Company. Work closely with internal departments and teams (Lease Administrators, Finance, Mergers & Acquisitions, Development, etc.) on real estate and title needs.

### Job Functions:

1. Order all title commitments relating to properties acquired and developed by the Company
2. Order all surveys and coordinate with title exceptions
3. Coordinate recording of documents, and work with paralegal to resolve recording rejections
4. Update and maintain corporate organizational chart
5. Coordinate filing and creation of new entities and maintain status and qualifications of existing corporate entities
6. Obtain up to date certificates of insurance from tenants
7. Provide general assistance to Legal Team and other departments relating to real estate issues and needs
8. Upload documents to proprietary database, SharePoint portal, and maintain up to date files in file room

*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 no travel.

### Education and Experience:

1. Associates degree in business or related field, preferred
2. Minimum of 3 – 5 years' experience working in real estate
3. Minimum two years of experience producing and working with legal documents preferred
4. Prefer experience in wireless communication industry
5. Must be able to professionally communicate with title companies' and surveyors' representatives in verbal and written form
6. Proficient user of MS Office suite products – Office, Word and Excel
7. Demonstrated mastery balancing multiple tasks and have strong organizational skills
8. Effective in an entrepreneurial culture, working independently and as part of a team

*Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V*

*Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.*