



Vertical Bridge Job Description

Job Title:	Vendor Manager	Date:	09/12/22
Department:	Operations	Location:	Boca Raton, FL
Reports To:	Tower Maintenance and Modifications Manager	FLSA Status:	Exempt

Purpose:

Responsible for supporting the Structural Engineering/Operations team in managing existing vendors and vetting new vendors to enhance Vertical Bridge's tower modifications, Telecommunications Industry Association (TIA) inspections and tower maintenance programs.

Job Functions:

1. Assist the Tower Maintenance and Modifications Manager to maintain a group of approved vendors (outside consulting firms and tower crews) to perform TIA inspection as per the company's list of priorities and schedule. In addition, selected vendors will also need to perform tower maintenance and tower modifications
2. Guide new vendors through Vertical Bridge's vendor approval system Avetta
3. For Vertical Bridge's Tower Modification program, find and vet new vendors and ensure the new vendors have a local footprint to provide more cost competitive bids
4. Coordinate with vendors both verbally and in writing when necessary to make sure projected dates of field work and construction schedules and documents are completed on time
5. Process review documents (TIA inspection reports, tower maintenance close-out packages, modification drawings, post-modification inspection reports, etc.) provided by approved vendors to ensure they are properly reviewed by the Tower Maintenance and Modifications Manager
6. Coordinate internally with Regional Operation Managers to grant access to vendors to perform their required tasks
7. Assist in providing bi-weekly and quarterly reports for review by the VP of Structural Engineering and Executive Vice President Leasing and Operations
8. Utilize the company's workflow process to advance projects to completion
9. Assist with the tower defect review process during acquisition process of new towers
10. Work with Operations Coordinator to approve purchase orders and process invoices
11. Other special projects that can come up from time to time and assigned by the VP of Structural Engineering and/or SVP of Leasing and Operations or

Supervisory Requirements:

None

Working Conditions and Physical Demands:

Position will work directly from the Boca office with minimal travel. Required to attend department and company meetings.

Education and Experience:

1. Four-year degree required. Engineering degree preferred, but not required
2. Minimum 5 years' experience in telecommunications industry required
3. Knowledge with the various Telecommunications Industry Association (TIA) standards for tower maintenance is required



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4. PMP Certification a plus
5. Proficient user of Microsoft Excel, Word, and Outlook
6. Demonstrate the ability to multi-task and prioritize efficiently
7. Effective in an entrepreneurial culture, working independently and as part of a team

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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.