



Vertical Bridge Job Description

Job Title:	Leasing Project Coordinator	Date:	08/29/22
Department:	Leasing & Marketing	Location:	Boca Raton, FL
Reports To:	VP Lease Administration	FLSA Status:	Exempt

Summary:

The role of a Leasing Project Coordinator (LPC) is responsible for assisting the Leasing Project Managers (LPM) and VP of Lease Administration with project coordination on leasing projects

Job Functions:

1. Provide administrative support on Leasing projects for Leasing Project Manager (LPM)
2. Work with LPM to send out due diligence documents to applicant
3. Work with LPM to route documents for signature and filing
4. Create NPA/PAL letters and work with regulatory to verify information
5. Upload relevant documents to internal systems
6. Redact ground leases
7. Create and send packages for routing of hard copy documents
8. Scanning of documents for approval, routing, and filing
9. Work with internal groups to get required information for applicant completed
10. Perform other duties as assigned by the VP of Lease Administration

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 minimal travel.

Education and Experience:

1. Associates degree preferred or equivalent combination of education and experience in business or another related field
2. Minimum two years of experience preferably in wireless communication, or real estate
3. Prior experience working with DocuSign, SiteTracker, and SharePoint preferred
4. Notary Public is a plus
5. Proficient user of Excel and other MS Office suite products
6. Excellent client and vendor relationship and communication skills
7. Demonstrate proficiency balancing multiple tasks, highly organized and strong attention to detail
8. Effective in an entrepreneurial culture, working independently and as part of a team

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