



## Vertical Bridge Job Description

<b>Job Title:</b>	Asset Management Coordinator	<b>Date:</b>	05/10/23
<b>Department:</b>	Legal and Asset Management	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Vice President, Associate General Counsel	<b>FLSA Status:</b>	Exempt

### Summary:

The Asset Manager Coordinator will perform administrative functions, data analysis and reporting for the Asset Management Team.

### Job Functions:

1. Assist Asset Managers with executing amendments and the subsequent recording and uploading of documents
2. Assist Asset Managers with name changes, manual renewals of ground leases and the answering of leasing deal pipeline questions
3. Analyze data and provide reports and recommendations to improve reporting
4. Assist in obtaining prompt and efficient landowner approval and signatures for documents (e.g., consents, letters of authorization/approval)
5. Coordinate with Accounting and other departments to ensure accurate contact information and timely payment of ground lease rents and tax reimbursements
6. Assist with various projects and assignments for the Asset Management 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 primarily work directly from the corporate office with minimum travel.

### Education and Experience:

1. Minimum four-year degree required, preferably in business or other related field
2. Minimum three years of experience; preferably in real estate or commercial/telecommunications leasing
3. Minimum two years of experience producing and working with legal documents preferred
4. Advanced Excel competency and proficiency with other MS Office suite products
5. Basic understanding of financial reporting and lease rental and charges activity reporting
6. Strong organizational skills; with attention to detail
7. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively
8. Ability to prioritize, effectively manage time, and multi-task with limited supervision and under firm deadlines
9. Ability to work in fast-paced, high-growth changing environment

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