



## Vertical Bridge Job Description

|                    |                                |                     |                  |
|--------------------|--------------------------------|---------------------|------------------|
| <b>Job Title:</b>  | Associate Counsel              | <b>Date:</b>        | January 23, 2023 |
| <b>Department:</b> | Leasing Operations             | <b>Location:</b>    | Boca Raton, FL   |
| <b>Reports To:</b> | Director of Leasing Operations | <b>FLSA Status:</b> | Exempt           |

### Summary:

The employee will be responsible for drafting, reviewing, editing, negotiating and processing collocation lease agreements and other carrier related contracts, including amendments to existing collocation lease agreements. The employee will support the company's Director of Leasing Operations and facilitate and manage the exchange of documentation between the Leasing Operations Department, the Leasing Department and wireless carriers.

### Job Functions:

1. Develop, create, improve and draft standard form carrier contracts.
2. Negotiate and review carrier contracts, provide counsel to Leasing/Sales Department with understanding associated risks and provide recommendations for how to proceed.
3. Identify and evaluate risks and propose solutions to mitigate risks.
4. Correspond with Leasing/Sales Department and wireless carrier representatives to negotiate and finalize carrier contracts.
5. Prepare executable versions of carrier contracts and monitor their timely execution.
6. Review and comprehend existing carrier agreements to understand material operating terms and conditions.
7. Manage and track open transactions, and diligently pursue finalizing contracts.
8. Learn the functionality of the company's contract management software and assist with incorporating new agreements into the software's contract library.
9. Meet KPI goals.

*These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.*

### Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel.

### Education and Experience:

1. Juris Doctor from an accredited U.S. law school, with strong academic credentials.
2. License to practice law required; Florida Bar preferred.
3. Minimum 2 years of transactional experience, including real estate and wireless communication transactions.
4. Ability to handle multiple urgent and important matters while maintaining professional but cordial relations with internal clients.
5. Strong analytical and reasoning skills, and ability to make decisions and assess acceptable levels of business risk.
6. Highly organized, detail oriented, responsive, and dependable.
7. Ability to effectively communicate with senior management.
8. Ability to work independently and efficiently under time pressures and deadlines in a fast-paced environment with attention to detail.
9. Working knowledge of Microsoft Outlook, Word, Excel and other MS Office suite products.



## Vertical Bridge Job Description

*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.*