



Vertical Bridge Job Description

Job Title:	Real Estate Coordinator	Date:	04/11/23
Department:	Real Estate	Location:	Boca Raton
Reports To:	Real Estate Director	FLSA Status:	Exempt

Summary:

The Real Estate Coordinator will provide support to the daily operations and activities of the Real Estate department.

Job Functions:

1. Maintain, modify, and integrate site and portfolio content in internal database
2. Work with the legal review team to finalize MRLA (master rooftop lease agreement) and amendments, process both internally and externally
3. Maintain, categorize, and classify physical and digital files of all MRLAs and amendments
4. Secondary back up for Real Estate prime agreements
5. Research property and ownership details using company and public resources
6. Create competitive market analysis reports during due diligence phase
7. Update internal database by creating and maintaining client contact information
8. Order certificates of insurance (COI) for all MRLAs
9. Provide replies in response to Site Tracker inquiries for Leasing department
10. Administer and create the owner's portal (point of contact for owners)
11. Assist with various projects and assignments for the Real Estate 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 work directly from the corporate office with minimum travel

Education and Experience:

1. Minimum two-year associate degree required; prefer a bachelor's degree in business, real estate or other related field
2. Minimum one to two years of administrative experience (can include internships), preferably in Real Estate or related industry desired
3. Competent user of Excel, PowerPoint and proficient with other MS Office suite products
4. Excellent verbal and written communication skills with an emphasis on customer service
5. Ability to prioritize, time manage and multi-task with limited supervision and under firm deadlines
6. Ability to work in fast-paced, high-growth environment

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