



## Vertical Bridge Job Description

<b>Job Title:</b>	Senior Project Coordinator	<b>Date:</b>	05/02/23
<b>Department:</b>	Development	<b>Location:</b>	Boca Raton, FL
<b>Reports To:</b>	Development Manager	<b>FLSA Status:</b>	Exempt

### Summary:

The Senior Project Coordinator is responsible for assisting the Project Managers, Directors, and VP with project coordination, coordinate activities between multiple projects and reporting

### Job Functions:

1. Provide administrative support on Development projects to Project Managers, Directors, and VP
2. Coordinate pending items from the Notice to Proceed Checklist by requesting outstanding items from Project Managers and vendors to bring Notice to Proceed (NTP) to final completion
3. Work closely with the Project Managers to obtain Ground Right Business Term Approval (GRBTA) via DocuSign
4. Receive site data/documents from the Project Managers; check for accuracy and enter information in the company database
5. Cross-Train for the feasibility/option process and provide back-up support when employees are out of the office
6. Manage, track and report on project costs, cycle times, and status to internal stakeholders
7. Facilitate new project review processes to meet or exceed established project requirements
8. Build reports pulled from multiple internal systems for use in executive-level PowerPoint presentations
9. Assist with various Development department special projects as requested

*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. Bachelor's degree preferred or equivalent combination of education and experience in business or other related field
2. Minimum two years of experience preferably in wireless communication, construction, or real estate
3. Minimum two years of tower experience preferred
4. Prior experience working at or with a carrier preferred
5. Prior experience working with DocuSign, SiteTracker, and SharePoint preferred
6. Notary Public is a plus
7. Advanced skills with Word, Excel, Outlook, TEAMS, and other MS Office suite products
8. Excellent client and vendor relationship and communication skills
9. Demonstrated proficiency balancing multiple tasks, highly organized and strong attention to detail
10. Effective in an entrepreneurial culture, working independently and as part of a team

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