



## Vertical Bridge Job Description

<b>Job Title:</b>	M&A Integration Coordinator	<b>Date:</b>	11/11/2021
<b>Department:</b>	Mergers and Acquisitions (M&A)	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Integration Manager	<b>FLSA Status:</b>	Non-Exempt

### Summary:

The Integration Coordinator is responsible for integrating all acquisition-related documentation into the company's database. The position requires frequent interaction within the M&A team and with internal departments.

### Job Functions:

1. Analyzes, categorize and files legal, real estate, construction, and regulatory documents
2. Ensures critical documents are available for M&A due diligence in a timely manner
3. Review, understand and analyze documents to determine the correct category for filing
4. Coordinates with M&A Senior Analysts and Paralegals to acquire incoming documents
5. Maintains an up-to-date tracker of critical documents for each assigned deal
6. Works with Senior Analysts and other internal specialists to account for missing critical documents
7. Prepares and publishes a document integration report for each completed acquisition
8. Works with internal departments to resolve document filing issues for M&A originated assets

*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:

The position will work directly from the corporate office with minimum travel. May occasionally be required to lift and move small or medium-size boxes of documents.

### Education and Experience:

1. Minimum two-year associate degree required; prefer a bachelor's degree in business or other related fields
2. Minimum two years of experience preferably in administrative support or legal documents
3. Previous legal, M&A, and/or Real Estate experience preferred
4. Prefer experience with cloud storage and document management solutions i.e. OneDrive or DropBox
5. Competency in Microsoft applications including Word, Excel, and Outlook
6. Ability to effectively handle simultaneous tasks in a fast-paced environment
7. Demonstrates high organizational skills and attention to detail
8. Effective in an entrepreneurial culture, working independently and as part of a team

*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.*

*Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.*