

## Site Acquisition Specialist

### Job Description

Site Acquisition Specialist is responsible for identifying, researching, analyzing, negotiating lease contracts for, and zoning wireless telecommunications sites.

#### **Responsibilities will include but are not limited to the following:**

- Identify candidates for specific land leases based customer criteria, owner interest, and jurisdictional Zoning and/or Land Use regulations.
- Negotiate lease acquisitions and lease amendments required for telecommunications installations.
- Oversee specific leasing operations and ensure that assignment and scheduling of related work follows agreed-upon timelines..
- May serve as a point of contact for the community and/or government agencies.
- Prepare or oversee preparation of tower company collocation applications.
- Assist or oversee completion of Zoning and Permit applications for submittal to jurisdictions and coordinate the zoning process with outside counsel and vendors.
- Work directly with Site Acquisition Manager and/or other site acquisition and construction personnel to provide site acquisition expertise in all aspects of project.
- Quality control, data entry and tracking of Site Candidate Packages, tower lease and amendments and other Site Acquisition documentation.
- Coordinate, schedule and track site visits and technical team visits with various departments
- Coordinate, order and track title, surveys, environmental reports, structural analysis, regulatory reports, lease exhibits and construction plans and drawings as required.
- Must be able to read and interpret surveys and construction drawings.
- Obtain Landlord approval on Construction Drawings and zoning/permit applications
- Prepare and update site status reports/databases, site close-out packages, and attend client meetings or deployment calls as required.
- Assist Management in tracking and reporting site acquisition self-perform revenue/market credit and preparation of client billing.

### Required Experience

#### **Qualifications:**

- Knowledge of Real Estate fundamentals required
- Associates Degree or equivalent experience in Real Estate. Arizona Department of Real Estate Salesperson's License a plus.
- Excellent verbal and written communication skills
- Public speaking and presentation skills preferred.
- Excellent computer/reporting skills, including a high level of proficiency with MS Excel and other database/project management tracking tools.
- Highly organized and able to multi-task and work effectively with limited supervision with tight deadlines and high volume of projects.
- Highly motivated "self-starter" able to work under aggressive project schedules and fast pace environment.