



LEASING COORDINATOR

Job Description

GTC Towers is seeking an experienced, highly motivated, organized, and detail-oriented individual to fill a full-time position as a leasing coordinator for its growing leasing department. This individual will assist the sales department in increasing its tower leasing efforts across the country. Ideal candidates will have a desire to learn, excel, and grow within a fast-paced environment and the wireless industry.

Location: Raleigh, NC

Reports to: VP of Sales and Leasing

The Company: GTC Towers is a fast-growing wireless infrastructure company that owns and manages hundreds of telecommunications towers, and has exclusive rights for the marketing of over 500 miles of short line railroad rights of way.

Salary: Commensurate with experience

Description: This is a full-time, non-exempt position and includes, but is not limited to, participation in the following areas:

1. Supporting the leasing department's efforts. Interacting and working with customers, which includes wireless carriers, governmental agencies, internet providers and emergency service providers to expedite leases and lease amendments.
2. Working with the company's asset management platform and other departments to track projects.
3. Updating and maintaining the company's web site and preparing, updating and dissemination of company marketing materials.

Experience in the tower or telecommunications industries is preferred but not required. Excellent computer skills, including experience with the Microsoft suite of products, especially Excel, is required. Please forward resumes along with contact information to hr@gtctowers.com.

Grande Towers, LLC a/k/a GTC Towers is an Equal Opportunity Employer