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# Example of Site Acquisition Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of site acquisition specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for site acquisition specialist

* Reviewing work of SAA or SAS prior to submittal for quality and completeness
* Maintaining a high degree of customer service and integrity when dealing with clients
* Verifying and/or obtaining Enhanced 911 addressing
* Acting in capacity of a “lead person”
* Preparing leases or other real estate agreements for complex projects
* Directing or supervising outside vendor partners, environmental engineers, architectural & engineering firms, engineers and drafting technicians, title search firms and others to ensure transactions close within defined timeframes
* Identifying potential risk scenarios
* Drafting and proofing recordable transaction documents, leases, easements , for legal department review
* Monitoring progress of the application and facilitates jurisdictional requests for additional information as a result of the application review process
* Preparing collocation applications and manages the process through Notice to Proceed (NTP)

## Qualifications for site acquisition specialist

* Minimum of five years of telecommunications industry experience
* Active Real Estate License or Law License may be required in certain regions
* Site Acquisition Specialist is required to have a working knowledge and experience working on wireless telecommunications projects including, but not limited to, site selection, lease negotiations with property owners and/or managers to secure and finalize entry & testing agreements, license and lease agreements, amendments to existing agreements, and SNDA's, coordinating environmental, regulatory and municipal approvals
* Prepare and submit site candidate information packages
* Prepare and submit of landlord and tower company applications
* Expertise using MS Word, Outlook and Excel, the ability to create detailed and concise reports and tracking tools for all aspects of the project