Job Posting

Location: Kirkland, WA		

Job title: Project Coordinator

Reports To: SVP, Commercial Carrier and Wholesale

Type of Position:	**Salary:**	**Posting Period:**
Full-time, non-exempt	Salary DOE	Until filled

Purpose of Position: The Project Coordinator plays a vital role in ensuring quality and timely execution of major projects specific to the Commercial Carrier and Wholesale department. The Project Coordinator possesses a solid knowledge base in business administration at an executive level, keen organizational skills, polished business acumen, the ability to anticipate the needs of our diverse and growing organization and be instrumental in helping define and determine organizational health, including the initiation, planning and execution of projects. Able to work with various team members and act as a problem solver by providing workable solutions to keep projects on time and within the project budget.

Responsibilities include:

- Coordinate and execute projects that supports the Commercial Carrier, Cell Backhaul, and Wholesale team
- Act as team liaison to streamline communication between team members
- Design and publish quarterly team newsletter
- Analyze data relating to cell backhaul bids to carriers
- Develop service level agreement compliance reporting procedures and protocol
- Design data market maps and provide bid analysis reports to sales team
- Assist with RFP production and submission
- Review and proofread contracts for accuracy
- Assist with cell backhaul route order drafting and production
- Provide direct support to the EVP, Commercial Carrier and Wholesale department
- Communicate activities and progress of projects to management
- Juggle multiple priorities and react with appropriate urgency to situations and events that require quick response or turnaround
- Manage challenges and opportunities and operate administratively at scale
- Plan and support meetings and events
- Perform other duties as requested by supervisor

Qualifications:

- Associate's degree in business or similar experience
- Minimum of three years of experience in a project coordinating role
- Ability to develop and manage sales projects from start to finish
- Effective communicator; both verbal and written
- Ability to accommodate working styles and perspectives of diverse individuals
- Ability to maintain confidentiality of information and use direction and judgment in discussing information about our projects

- Excellent organizational and planning skills – attention to detail is a must
- Able to work in a dynamic team environment and take pride in being deliberate and forward thinking in how challenges and opportunities are approached
- Must be self-aware, intellectually curious and have the ability to balance a sense of humor with a sense of responsibility to the team, our products and our customers
- Strong computer skills (Advanced MS Excel, Word, Adobe and Google Earth preferred)
- Ability to perform research and analyze data to create reports that strategically assists sales team
- Ability to adhere to Local, Federal regulations and Company policies

Diverse Workforce / EEO:

WaveDivision Holdings (WDH) recognizes and strongly supports the benefits of a diverse workforce, and strives to provide a culture that recognizes the unique contributions of each of our employees. WDH requires a drug test, background check, employment, and education verification as conditions of employment. WDH is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non-job related handicap or disability, or any other legally protected status.

To Apply: Interested candidates may send cover letter and resume to hrmgr@wavebroadband.com (please include job title and location of position in your email).