



Position Title: Administrative Assistant - Construction

Reports To: Regional VP Construction

Unite Private Networks (UPN) provides high-bandwidth, fiber-based communications networks and services to schools, governments, carriers, data centers, hospitals, and enterprise business customers across a 20 state service area. Service offerings include dark and lit fiber, private line, metro-optical Ethernet, Internet access, data center services, and other customized solutions. Headquartered in Kansas City, MO, UPN has been providing customer focused communications solutions since 1998. For more information on UPN, please visit

www.uniteprivatenetworks.com.

Responsibilities:

- Filing hard copies and maintain project files on server for each region
- Correspond in clearly written letters and emails to vendors, subcontractors and within company network
- Scheduling events and reminders
- Keep open lines of communication between other company departments and your team and outside contractors.
- Ability to support several Construction Managers and Regional Vice President with
- Purchase orders
- Change orders
- Maintenance work orders and purchase orders
- Estimate tracking (Salesforce)
- Project tracking (OSS/Excel)
- Invoice Tracking and Review (Timberscan)
- Knowledge of Inventory processes
- FedEx, UPS, DHL, USPS shipping/receiving experience (keep track of pkgs sent and received for team)
- Help create more efficient processes for your team
- New employee training (help any new team member with company policy, processes and any general assistance requested.)
- Expense Reports (Concur)
- Generate and maintain current MSA with outside Contractors
- Track Certificates of Insurance and maintain current COI on file for current contractors
- Miscellaneous duties as requested

Requirements:

- Time management, people and organization skills
- Utility construction background helpful
- Attention to details and accuracy
- Ability to Multi-task
- Good Communication
- Windows 7 or newer experience
- Advance user of MS Office: Word, Excel, Outlook, Power Point
- Advance user of Acrobat Professional 9
- Average user of Timberline (Sage Office)

- Google Earth user experience
- General office machinery operation

For more information and to submit a resume and cover letter, please email careers@upnfiber.com.