



**Position Title: Carrier Relations Specialist**

**Reports To: Director of Carrier Relations**

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](http://www.uniteprivatenetworks.com).

**Position Summary:** The Carrier Relations Specialist is responsible for implementing UPN's access strategy and accountable for the pre-sales process for gaining cost-effective access to third party network elements thereby enhancing UPN's ability to provision cost-effective product offerings.

This position will manage the RFQ process and development of compliant bids to deliver an open and competitive procurement process. The Carrier Relations Specialist will also be responsible for planning, facilitating, and managing various bandwidth and interconnection services implementations from third party network vendors and involves heavy levels of external and internal customer-facing communication. This individual will be the primary liaison in securing and coordinating services with CLECs ILECs, Data Center, POP, and MMR operators for the provision of circuits, wavelengths, extended demarcation points and collocation space within commercial facilities.

This individual will also provide procedural and analytical support by preparing and analyzing vendor data, manipulating data from various UPN systems, and provide excellent customer service working with internal and external stakeholders to ensure on-time delivery in accordance with customer and UPN expectations.

**Responsibilities:**

- Track and manage multiple requests for quote and acquire competitive pricing from third party providers
- Project management of open and competitive bid process, including specifying requirements, identification of potential vendors, submitting RFQs, evaluating responses and awarding based on best value procurement practices.
- Ensure provider solutions maintain interoperability and commercial best practices (e.g, carrier class grade standards/SLAs)
- Coordinates orders for circuits, space, power and cross-connects and project manages third party provider during implementation via telephone and written correspondence.
- Coordinate connections with both external parties and internal teams. Play a pivotal role in organizing, monitoring, tracking, and implementing network connection requests.
- Ensure services are delivered correctly, cost effectively and on schedule while facilitating communications between all relevant internal and external stakeholders.
- Maintain communication with UPN Project Coordinators, including providing status updates
- Performs miscellaneous duties as assigned by Management.
- Maintain relationships and assist in maintenance of information on vendor accounts, budget compliance, performance tracking and reporting
- Review of internal processes for potential improvements
- Performs other duties and tasks as assigned from time to time by management as required by the needs of the UPN business

**Requirements:**

- Bachelor's degree required, preferably in Business, Finance or Engineering
- Five (5) years' experience in procurement sourcing, business analysis, sales support or other relevant experience
- In-depth understanding of telecommunications services lifecycle and data correlation from order through design and bill
- Exceptional interpersonal and communication skills
- Effective time management skills and ability/willingness to operate in a fast-paced, demanding environment.
- Proficient with Microsoft Office suite (particularly Word/Excel)
- Possess and employ the highest ethical and business standards and always conduct self with the greatest degree of professional integrity.
- Strong knowledge of IP and Telecom Network Operations environments. Strong background in network deployment, circuit provisioning, IP networking, IT infrastructure or technology deployment.
- Effective time management skills and ability/willingness to operate in a fast-paced, demanding environment.
- Desire to grow within the company
- Familiarity with Microsoft Office suite (particularly Word/Excel)

For more information and to submit a resume and cover letter, please email [careers@upnfiber.com](mailto:careers@upnfiber.com).