



**Position Title: Project Coordinator - Fiber to Tower Initiative**

**Reports To: Director of Customer Operations**

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:** Project coordination for fiber construction to cell towers. Liaison between Unite and customers during project implementation. Coordinates with customer to schedule site walks and obtain property easements. Communicates with government authorities and utilities to obtain various construction permits. Tracks progress of project implementation. Analyzes project costs and prepares billings.

**Responsibilities:**

- Serves as main point of contact to customers. Maintains communication with customers during project implementation. Provides customer with regular updates on status of projects. Directly interfaces with customers via telephone and written correspondence.
- Works with customer to schedule site walks and obtain property easements.
- Works closely with construction managers to develop and maintain project timelines.
- Works closely with construction managers to review budgets and costs.
- Updates internal staff on progress of projects.
- Identifies areas of jeopardy and proactively works to identify solutions.
- Works with government authorities and utilities to obtain construction permits on a timely basis.
- Reviews and negotiates contracts with various authorities.
- Analyzes project performance against budget.
- Prepares reports for management as required.
- Performs miscellaneous duties as assigned by management, including customer account research, special reports and projects. Uses various office technologies as required.
- Prepares accurate and timely billing documentation.

**Requirements:**

- Must have willingness to work in fast-paced environment.
- Must have a demonstrated ability to communicate effectively with customers and other employees. Must have the ability to learn, understand and effectively explain the Company's processes.
- Project management experience.
- Proficient with personal computers. Working knowledge of MS applications suite of products including Word and Excel.
- Must be detail oriented and able to handle multiple tasks.
- Minimum 5 years' experience in customer service and/or business field. Telecommunications or construction industry experience required. Experience with fiber to the tower construction preferred. Accounting/financial background beneficial.

- Bachelor's degree required.

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