



Position Title: Property Administrator

Reports To: VP – 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.

Position Summary: Property administrator responsible for researching and acquiring right-of-way licenses with governmental entities and private easements for fiber construction. Works with utility companies to secure utility access agreements. Coordinates with licensing authority and Unite legal team for contract execution.

Responsibilities:

- Research right-of-way requirements for governmental entities, primarily municipalities. Discuss licensing process with governmental entities and document. Obtain internal information required and submit for licensing. Serve as point of contact to licensing authority. Directly interfaces with authorities via telephone and written correspondence.
- Review and negotiate contracts with various authorities. Work with Unite legal team on more complex contracts.
- Work with government authorities and utilities to obtain utility agreements on a timely basis.
- Work with various entities to obtain private property easements.
- Maintain communication with Unite project coordinators and legal team on status of licenses. Provide regular updates on status.
- Prepare reports for management as required.
- Perform miscellaneous duties as assigned by management, including special reports and projects. Uses various office technologies as required.
- Report to work on time and maintains a satisfactory attendance record. Completes work on a timely basis.

Requirements:

- Must have willingness to work in fast-paced environment.
- Must have a demonstrated ability to communicate effectively with customers and other employees.
- 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, construction industry, or property management experience preferred.
- Bachelor's degree required.

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