



UPN is seeking an energetic and entry-level Strategic Project Coordinator in **Kansas City, MO** who will work directly with the Sr. Team to execute a variety of special projects. These projects include monitoring and analyzing competitor actions, providing market analysis, participating in strategy formulation, and supporting the development of strategic business projects. Strategic Project Coordinator is entry-level and must be able to work diligently, both independently and as part of teams. They should be enthusiastic about learning, working hard (which may include putting in long hours at times) and taking full advantage of the professional opportunities afforded to them.

Specific responsibilities include:

- Analyzing and completing complex strategic projects and presenting results to Sr. Team Members.
- Self- starter and executing projections without oversight.
- Preparing presentation materials.
- Project Management of small to large internally-focused projects like data management, data analysis and report writing.
- Timeline and project plan creation and tracking.
- Note-taking and task management including tracking next steps, assigning tasks, and following up to ensure completion.
- Attending project meetings taking notes and organizing them into a useful set of key ideas and actions after the meeting.
- As possible, working with project teams to create strong first drafts and revisions to deliverables.
- Spur of the moment research requests to support last minute client or team needs.
- Drafting, proofreading or formatting documents, presentations, proposals and other materials as assigned.
- Other duties as assigned.

Requirement for the position include:

- Recent Graduate from Law School or a Bachelor's degree in Business
- Motivated to gain experience in a fast-growing company.
- Tech Savvy - ability to quickly learn about the telecommunications industry.
- Detail-oriented, able to multi-task and see multiple projects to finish.
- Strong analytical, organizational, research and communication skills.
- Proven attention to detail and ability to handle multiple projects simultaneously.
- A self-motivated approach to learning and mastering skills.
- Ability to take initiative.
- Ability to work proficiently in all Microsoft Office applications.

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity/Affirmative Action Employer: M/F/D/V

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