



We are currently searching for a highly motivated and customer-oriented **Project Manager** to join our growing team in **Kansas City, MO** near KCI. This candidate will be responsible for project management for projects varying in complexity, including fiber construction to cell towers, enterprise customers, and school districts. This candidate is the successful liaison between Unite and customers during all phases of project implementation as well as tracks progress of project implementation and works with internal team members to complete implementation tasks required to meet project due date.

Specific responsibilities include:

- Manages overall project performance including schedule, communications, resource issues, and customer satisfaction.
- Serves as main point of contact to customers. Maintains communication with customers during project implementation. Provides regular updates on status of projects. Directly interfaces with customers via telephone and written correspondence.
- Facilitates and coordinates internal staff regarding project timelines. Reports on progress of projects.
- Maintains project management software tool in an accurate and timely manner.
- Prepares accurate and timely billing documentation.
- Prepares reports for management as required.
- Other duties assigned.

Requirement for the position include:

- Bachelor's degree preferred, but not required.
- Prefer experience in customer service and/or business field.
- Must have a demonstrated ability to communicate effectively with customers and other employees.
- 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.

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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