



UPN is seeking an energetic entry-level Sales Support Strategist in Kansas City, MO who will work directly with the Sr. Sales Team to execute and manage a variety of special projects and sales support functions. These projects and functions include monitoring and analyzing competitor actions, providing market analysis, supporting product development, customer presentation support, monthly sales summaries and dashboard support. The Sale Support Strategist must be able to work diligently, both independently and as part of a team. This candidate 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:

- Self- starter with the ability to execute 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.
- 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:

- Bachelor's degree in Business
- Ability to work proficiently in all Microsoft Office applications.
- Motivated to gain experience in a fast-growing company.
- Tech Savvy with the ability to quickly learn about the telecommunications industry.
- Detail-oriented with the ability 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.

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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