



We are growing! UPN is currently looking to add a **Strategic Project Coordinator** located in **Kansas City, MO**. The ideal candidate will be based in Kansas City with flexibility between multiple UPN office locations. This candidate is responsible for working directly with the Carrier Management team to execute on a variety of special projects and will have exposure to many different parts of the business.

Candidate must be a self-starter with the ability to manage multiple projects at once from the beginning to the end of a sales cycle. The Strategic Project Coordinator must be able to work diligently, both independently and as part of teams and will also be responsible for monitoring and analyzing special projects, providing market analysis, participating in strategy formulation, and support the analysis and development of strategic business projects as assigned.

A successful candidate will have the opportunity to grow their responsibilities with the opportunity to move up within the organization.

Specific responsibilities include:

- Performance reporting for AT&T Wireline & Wireless, Verizon, Sprint, US Cell etc.
- Quarterly Update Escalation Lists for distro to Carriers
- Project Manage Carrier Portal Upgrades
- Large opportunity assistance
- Netsmartz organization and opportunity management
- Microsoft Power BI
- UPN subject matter expert (SME)
- Vendor Performance Report Cards
- Updating Vendor Rate Cards in C2F
- Assist with Dashboards and Internal Type 2 Reporting Requirements
- Utilize pricing tables and other pricing tools to assist with offnet quotes

Requirement for the position include:

- Degree from a 4 year University
- Reside in Kansas City metro or be willing to relocate
- Previous professional work experience a plus but not required
- The individual must possess and employ the highest ethical and business standards and always conduct himself/herself with the greatest degree of professional integrity.

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

[CLICK HERE TO APPLY](#)

UPN is an Equal Employment Opportunity Employer