



UPN is currently looking to add an experienced **Carrier Relations Specialist**. This new team member will be responsible for contacting telecommunications companies such as ILECs, RBOCs, CLECS and ISPs by phone, email or pulling data from their portal. Solicit price quotes for wave, ethernet and internet service. The ability to work independently with limited direction, communicate effectively with team members in disparate geographic locations, and interact with vendors will be critical to your success. You will work with the Director of Carrier Relations on requests for quotes. The Specialist will help coordinate the company's efforts in responding to existing and potential customer quote proposal requests. Will research and conduct Address Validation needs and help identify potential providers for the service. Additional responsibilities will include assisting the Director of Carrier Relations on all aspects of the Carrier Relations department, including identification and management of projects involving network grooms and optimization, cost optimization, Carrier contracts and MSAs and Vendor Management.

Specific responsibilities include:

- Work with third party providers in requesting and negotiating quotes
- Enter pricing into the company's CRM system within the required SLA timeframes
- Assist in managing carrier relationship with telecom carriers and act as main point of contact for Sales quotes
- Attend weekly staff meetings with market sales teams
- Assist the Director of Carrier Relations and Vendor Management in Quarterly Reviews with Carriers including metrics of quotes turn around, vendor responsiveness and uptime
- Follow-up on open quotes
- Obtain circuit quotes in a timely manner based on validated customer requirements
- Foster strong business relationship with account teams
- Support the sales team as a Subject Matter Expert in network interconnection and off-net capacity pricing

Requirement for the position include:

- Understanding of local access and long-haul cost elements
- High energy with a strong focus on customer service
- Excellent organizational, problem solving and time management skills
- Strong interpersonal and communication skills to motivate and work closely with a diverse, cross functional team of professionals including sales, project implementation and finance
- Proficient with Microsoft Office suite (particularly Word/Excel)
- Attention to detail and strong ability to multi-task
- Ability to work independently
- Bachelor's degree required preferably in Finance/Economics/Accounting
- Self-Starter, high energy and ambitious
- Strong communication skills both written and verbal
- Excellent organization and time management skills
- Basic knowledge of telecommunications services and networks
- Ability to navigate carrier pricing portals
- Accelerated Excel competency to include pivot tables

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 Employer

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