



UPN is seeking an **ENTRY LEVEL**, energetic, professional and tech savvy Sales Support person for our **Kansas City, MO location** who will work directly with the Department VP to execute and manage a variety of special projects and sales support functions.

These projects and functions include monitoring and analyzing competitor actions, supporting commission inquiries, supporting Masterstream, partner presentation support, monthly sales summaries, and dashboard support. The Sales Support must be able to work both independently and as part of a team. This candidate should be enthusiastic about learning, working hard 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 such as data management and data analysis.
- Timeline and project plan creation and tracking.
- Quoting request routing and support.
- 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:

- **No more than 5 previous years of work experience in the work force.**
- 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 (optic fiber network) industry.
- Extremely detail-oriented with the ability to multi-task and see multiple projects to finish.
- Very 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.

UPN offers a significant corporate bonus package, company stock (to everyone!), commission (for specific positions) and 401K match. However, what makes UPN truly valuable is our culture, and you cannot put a price on that! At UPN, our teams are the living, breathing pulse of the company. Our people are the driving force behind our successes.

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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