



UPN is currently looking to add a **Carrier Relations Specialist** located in **Kansas City, MO**. This new team member will be responsible for sourcing network capacity via telecommunications providers. This includes locating and evaluating optimal vendors to develop telecommunications solutions for the company. Soliciting price quotes for wave, ethernet, dark fiber and internet services. 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 vendor selection, quote requests and ordering. The Specialist will help coordinate the company's efforts in responding to existing and potential customer quote proposal requests. 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 Vendor Management.

**Specific responsibilities include:**

- Work with third party providers in requesting and negotiating quotes in a timely manner.
- Enter pricing into the company's client management system within the required timeframes.
- Assist in managing vendor 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.
- Foster strong business relationship with Sales account teams, Project Management, Operations, and Accounting.
- Support the sales team as a Subject Matter Expert in network interconnection and off-net capacity pricing.

**Requirement for the position include:**

- Experience in access planning, network provisioning, or network planning highly valued.
- Experience with financial planning, reporting, and tracking highly valued.
- Strong negotiating and deal making skills.
- Presentation skills, and excellent written and verbal communications skills.
- 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/ Business.
- Self-Starter, high energy and ambitious.
- Basic knowledge of telecommunications services and networks.
- Ability to navigate carrier pricing portals.

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

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