
Job Description

We are currently seeking candidates for . . .

Inteserra Consulting Group, Inc. Consulting Assistant

- Are you great at quality control and project management?
- Do you enjoy solving fact-based, analytical problems?
- Are you compliant, yet always focused on the why of what you are doing?

If so, as a Consultant Assistant for Inteserra Consulting Group, Inc. you will provide value to our telecommunications clients by helping ensure their regulatory compliance. Clients will lean on your expertise, detailed execution, and quality work to meet their obligations. Work will include preparation and filing of regulatory documents, research, project management, and ongoing process improvement. The primary consultant will provide guidance and expertise but will rely on you for value-adding insight and execution.

Inteserra Consulting Group, Inc. is a leader in providing compliance reporting and consulting for large telecommunications and energy clients across the country. We have a great team of dedicated professionals who care about each other, our clients and being proud of great work.

Training on regulatory compliance and our processes will be provided. Prior telecommunications or energy experience a plus. Proven results in a professional, project-based office environment, as well as a college degree are required. Advancement opportunities, competitive salary and great benefits make this a great place to jumpstart your career.

If you are a technically-minded, analytical professional looking to put your detail orientation to good, rewarding work with a great team.

Requirements:

- Strong verbal and written communication skills
 - Demonstrated ability to prioritize and plan work activities
 - Able to work in a systematic manner while sustaining productivity
 - Full competency in Microsoft Word, Excel and Outlook
 - College Degree preferred but not required
 - Three (3) years work related experience in a professional office environment
- Inteserra Consulting Group, Inc. offers competitive salaries, an excellent benefits package (Healthcare, 401k, Dental, Life, AD&D, and STD and LTD insurance).

Job Type: Full-time

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