



## Job Description

### **Inteserra Consulting Group, Inc. Associate Project Manager / Telecom Industry**

Maitland FL

Inteserra Consulting Group has an opportunity for an Associate Project Manager who will work under the direction of various client project managers who oversee the completion of telecom network/engineering projects. The Associate Project Manager will also assist project managers, and other project team personnel to execute milestone goals and manage cost and schedules, while ensuring contract compliance. The position will have substantial client facing responsibilities, such as assisting with schedules, tracking of documents and tasks with carriers and answering technical questions regarding the documents requested.

The Associate Project Manager will be part of an established Network Project Management team that provides consulting services to telecom companies. These consulting services provide clients with overall project management tasks in the areas of network deployments, carrier conversions and overall end to end management of complex large projects.

#### **Responsibilities include but are not limited to:**

- Working with Project Managers to track and execute client milestone deliverables
- Creation and maintenance of client conversion schedules
- Development of database reports to produce weekly/monthly operational data for client and internal management review
- Maintenance of client action item lists and project meeting notes
- Manage third party relationships through communications/documents relative to client notices, contracts, service orders, service areas with emphasis on project timelines
- Assist with the preparation of bid documents, development of requests for proposal responses and various sales related packages
- Monthly client billing review and analysis
- Project planning and business development opportunities
- Other consulting duties with different clients as needed

#### **Qualifications:**

- BA or BS degree (Business or appropriate degree required) or equivalent years-experience in relevant field
- Must have the capability for planning, organizing, directing and tracking technical efforts on assigned tasks
- Experience with Smartsheet (project management tool)

- Must have strong organizational skills, attention to detail and high-level ability to follow up on assigned tasks regularly without prompting from project manager
- Ability to take direction from and discuss decisions with supervisor and to coordinate with peers on project
- Must be able to interact with clients in an effective manner in meetings and written form; gaining commitment from clients to meet set dates

**Additional Skills and Abilities:**

- Must have demonstrated success with a team approach to the consulting business
- Self-motivated and assertive to meet project timelines
- Strong written and verbal communication skills
- Provide scheduled and on-demand status reports and updates
- Work on complex projects
- Tailor processes to meet the needs of individual projects
- Assess, manage, resolve and escalate (if necessary) risks and issues
- Expertise with Microsoft Office, Smartsheet and Adobe Acrobat Professional

**Unlock Your Career Potential: Project Management at Inteserra.** It's the machine that propels us forward with commitment and excellence. You are savvy about our business environment and know how to adeptly manage people and processes. You have the leadership and analytical skills to ensure projects reach the finish line - on time, within scope and within budget. We give you the tools to succeed, with continuous opportunities to train and learn.

**At Inteserra we are driven by your success.** We engage your unique talents and perspectives. We welcome your ideas on how to do things differently and better. In your efforts to achieve, learn and grow, we support you all the way. If success motivates you, you belong at Inteserra.

**JOB TYPE: Full-time**

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