



Project Manager

DEPARTMENT: Operations

LOCATION: Wenatchee, WA

COMPENSATION: \$80,000 - \$110,000 DOE

BENEFITS: Paid leave, medical stipend, dental, short, long, life and 401k

SCHEDULE: Full Time

TRAVEL: Periodically

We are seeking a highly-skilled project manager to oversee and coordinate broadband and telecom infrastructure and other related projects. The Project Manager will work closely with cross-functional teams to ensure that projects are completed on time, within scope, and to the highest quality standards while managing stakeholder expectations. If you have a passion for project management and technical writing, and want to work in a dynamic, fast-paced environment, we encourage you to apply.

KEY RESPONSIBILITIES

- › Develop, implement, and monitor project plans, including timelines, milestones, risks, issues and budgets
- › Work with subject-matter experts to understand and document projects and processes
- › Conduct research and write and edit technical documents
- › Collaborate with internal and external stakeholders to ensure that customer needs are addressed throughout the project lifecycle
- › Communicate project status, issues, and risks to stakeholders and senior management
- › Document processes and procedures
- › Run meetings with cross-functional teams and stakeholders to ensure that project objectives are met
- › Manage customers and lead meetings in a way that enhances our company's reputation
- › Utilize organizational systems to monitor and provide accountability for tasks

DESIRED SKILLS & QUALIFICATIONS

- › Bachelor's degree in a technical field or equivalent work experience
- › 2+ years of experience in project management, technical writing, editing, research, or a related field
- › Strong customer service and communication skills
- › Demonstrated ability to work collaboratively with cross-functional teams
- › Excellent organizational and time management skills
- › Strong analytical and problem-solving skills
- › Communicate project status, issues, and risks to stakeholders and senior management
- › Document processes and procedures
- › Run meetings with cross-functional teams and stakeholders to ensure that project objectives are met
- › Manage customers and lead meetings in a way that enhances our company's reputation
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TO APPLY: <https://www.nativenetwork.com/careers>

SCREENING BEGIN DATE: May 1, 2023

POSTING CLOSE DATE: Depending on Applicant Pool

REQUIRED APPLICANT DOCUMENTS:

Only qualified applicants should apply by submitting the following documents at <https://www.nativenetwork.com/careers> or via email to jobs@nativenetwork.com

- › Resume
- › Cover letter
- › Three (3) professional references

BACKGROUND CHECK:

Requires a background check.

ABOUT US:

Native Network, Inc. helps Native American Tribes connect with communications technology, so they are empowered to reduce costs, generate revenue, create jobs and ultimately diversify their economies. Native Network provides professional services and wholesale telecommunications services to enable customers with the tools to connect & realize the benefits of the 21st century digital economy.

OUR CORE VALUES:

As members of Native Network, Inc's organization, we shall strive to exceed our customers', employees', shareholders', and communities' expectations by conducting our business with the following values as our guide. We:

- › Are customer focused and quality driven
- › Have a sense of urgency
- › Deliver on what we promise
- › Are honest and respectful
- › Work as a team
- › Have a passion for excellence
- › Will do whatever it takes

EEO/AA STATEMENT:

Native Network, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. This policy applies to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits and termination.