JOB POSTING

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 run and own the results for telecommunications-related projects: some examples are feasibility studies, grant applications, infrastructure from planning to construction, network modifications, and test and turn up.

The Project Manager will be responsible for customer-facing and internal projects and 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. In addition, the Project Manager will own tasks associated with different projects and be accountable for their execution.

KEY RESPONSIBILITIES
› Develop, implement, and monitor project plans, including timelines, milestones, risks, issues and budgets
› Manage budget, inventory, and resource documentation
› 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 and create organizational systems to monitor and provide accountability for tasks
› Develop and deliver progress reports, proposals, requirements documentation, and presentations to project stakeholders/end users

DESIRED SKILLS & QUALIFICATIONS
› Bachelor's degree, preferably in a technical field, or equivalent work experience
› 4+ years of experience in project management, with an emphasis in technical writing, editing, research, or a related field
› Creative problem-solving and process improvement skills
› Ability to effectively prioritize and execute tasks in a high-pressure environment
› Strong customer service and communication skills
› Detail-oriented writer and editor, with an emphasis in process documentation
› Demonstrated ability to work collaboratively with cross-functional teams
› Excellent organizational and time management skills
› Strong analytical and problem-solving skills

This is a full-time position with competitive compensation and benefits. 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.

SCREENING BEGIN DATE: February 1st, 2024
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**
› **Technical and/or formal writing sample(s)**
› **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

TO APPLY: *https://www.nativenetwork.com/careers*