

**POSITION TITLE:**

## **Telecom – Technical Coordinator/Hub**

**DEPARTMENT:** Operations

**LOCATION:** Based in Wenatchee, WA

**COMPENSATION:** \$ 25-35 per hour DOE

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

**SCHEDULE:** Full Time

**TRAVEL:** Periodically

**JOB DESCRIPTION:**

The Technical Coordinator will be responsible for managing vendor relationships, requesting quotes, order processing, tracking delivery and inventory of delivered equipment and services. This role requires a balance of project management skills and the ability to foster and maintain positive vendor relationships. The ideal candidate will be detail-oriented, proactive, and committed to holding vendors and contractors accountable to timelines and deliverables.

**KEY RESPONSIBILITIES:**

- **Vendor Management:**
  - Serve as the primary point of contact for vendors and 3<sup>rd</sup> party consultants and contractors.
  - Develop and maintain strong relationships with key stakeholders.
  - Track delivery of equipment, circuits and other services purchased
  - Oversee execution various inventory policy and procedures
  - Conduct reconciliation activities for equipment and circuits
- **Project Management:**
  - Plan and coordinate the company's internal projects from inception to completion
  - Coordinate with internal teams to ensure timely and successful completion of projects.
  - Track project progress, identify potential issues, and implement solutions.
- **Problem Resolution:**
  - Address and resolve any issues that arise in the delivery of equipment or services to the company

**QUALIFICATIONS:**

- Bachelor's degree in Business, Communications, Project Management or a related field.
- Proven skills in vendor or supply chain management.
- Excellent written and verbal communication skills with a keen attention to detail.
- Strong organizational and project management skills with the ability to manage multiple priorities.
- Ability to build and maintain positive relationships with vendors and co-workers.

- Analytical skills to interpret data and feedback.

**Preferred Qualifications:**

- Experience in a vendor-facing role within the telecommunications industry.
- Knowledge of vendor relationship management best practices.
- Experience in project coordination.

**Why Join Us:**

- Opportunity to impact customer satisfaction through vendor management.
- Dynamic and collaborative work environment.
- Opportunities for professional development and career growth

**SCREENING BEGIN DATE:** July 15, 2024

**POSTING CLOSE DATE:** Depending on Applicant Pool

**REQUIRED APPLICANT DOCUMENTS:**

Only qualified applicants should apply by sending the following document to [jobs@nativenetwork.com](mailto:jobs@nativenetwork.com)

- Resume
- Cover Letter
- Three 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.

In addition to working with Native American Tribes to build telecommunications infrastructure nationally, Native Network, Inc. delivers Internet and phone services in Chelan and Douglas counties in Washington state. We have been providing these services over the Public Utilities District's (Chelan and Douglas) fiber networks since 2016.

**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.