

Project Coordinator

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Jul 20, 2024

Published : Jun 20, 2024

Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

What you will do

Reporting to the Service Delivery Manager, this position is responsible for the delivery of telecommunications services for client orders. Coordinates all communication with upstream and downstream stakeholders, provides updates and manages activities through the life cycle of each project.

- Liaise with clients, internal teams and 3rd party stakeholders to complete project requirements and objectives.
- Plan, direct, and execute a high volume of service delivery projects concurrently.
- Maintain proactive communication with clients through the life cycle of each project.
- Maintain professional verbal and written communication at all times.
- Identify and work proactively to negate potential risks to the successful delivery of services.
- Employ critical thinking to guide projects and overcome challenges that arise.
- Synchronize resources to ensure project milestones are met.
- Seek out opportunities and drive change to increase effectiveness and efficiency.
- Maintain documentation related to orders, customers, and processes.

Why iTel

We're growing rapidly and we're excited about it. We have our sights set high as we've built the largest business internet, voice, and data footprint in Canada. We are using our extensive network to connect people and workplaces across Canada while pushing the boundaries of what is possible combining Canada's largest network with an extensive portfolio of next-generation technologies.

Our team is distributed across Canada, and we are 100% committed to remote work, enabling us to always hire the best person for the job regardless of where they live. We're proud to have integrated the flexibility of remote work with the collaborative environment of a Virtual office. As a leader in innovative technology solutions, we're using the best tools available to empower the close-knit teamwork and supportive, interactive culture that's been key to our success.

Qualifications

- Post-secondary education in a related field or equivalent experience
- Project Management certification or other, related designations an asset.
- Minimum of two years experience in project management or other equivalent work experience
- Experience in the telecommunication or high-technology industry is an asset.
- Advanced Google Suite and Microsoft Office knowledge.

Skills and Abilities

- Exceptional organizational skills including the ability to be proactive, multi-task and meet deadlines with little supervision
- Understanding and knowledge of the telecommunications industry
- Possesses integrity, confidentiality and high ethical standards
- Demonstrates initiative, judgment and adaptability; takes a solution-based approach to problems and resolves problems quickly and effectively
- Possesses strong analytical and critical thinking skills
- Ability to organize work, be accurate, set priorities, multi-task and work with minimal direction; ability to meet strict deadlines
- Ability to thrive in a dynamic, fast-paced environment
- Ability to be creative and innovative to respond to business needs
- Ability to build and maintain strong relationship skills and provide exceptional customer service to internal and external clients, carriers, vendors, suppliers and others
- Willingness to think outside the box and act both strategically and tactically
- Welcomes innovation and change

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
