

ProBuild Holdings, Inc.

Job Opening - Wireless Program Analyst

PURPOSE

Responsible for ProBuild Wireless Environment as well as identifying controls and processes to manage the overall cost model of the wireless program. Works with Indirect Spend, IT, Accounting, Field management and vendors to closely monitor usage and spend. Oversees overall inventory and provides cost saving opportunities within the wireless environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides program oversight of current wireless process to include IT Service Desk, Accounting, Payroll and external wireless vendor. Recommends technical and/or administrative controls to mitigate risks and control wireless spend.
2. Participates in overall wireless design sessions.
3. Adheres to and enhances current wireless policy, processes and procedures required to maintain an accurate wireless line inventory.
4. Shares administrative responsibility for internal and external systems, such as monitoring tools, team collaboration and audit/assessment tools
5. Responsible for invoicing/billing oversight and research into billing discrepancies. Coordinates resolution actions with carriers, vendors and internal departments.
6. Serves as a point of contact for all wireless carriers.
7. Provides monthly reporting to the field and headquarters management regarding wireless detail, usage and overall wireless spend.
8. Understands and observes all safety procedures and practices in order to prevent injury to self or co-workers; attends periodic safety meetings as required; may recommend changes to improve safety procedures.
9. Other duties may be assigned.

COMPETENCIES

- Experience in overall management of Wireless process from a billing/invoicing perspective
- Functional knowledge of working with 3rd party vendors
- Knowledge of common wireless or telecommunications technologies

- Strong problem solving skills and the ability to manage effective partnerships with our vendors
- Experience in event monitoring and incident response
- Strong proficiency with Microsoft Office applications, especially Excel
- Strong written and verbal communication skills

MINIMUM REQUIREMENTS

Bachelor's degree in Business, Finance or related field and a minimum of two (2) years experience in wireless program management, finance, and/or procurement.

WORK ENVIRONMENT / PHYSICAL ACTIVITY *The work environment and physical activity described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is in an office setting and generally sedentary with physical effort associated with using a computer, but may involve walking or standing for brief periods of time.
- May be required to occasionally lift, carry, push, pull or otherwise move objects up to 25 pounds.

For information and to apply, contact www.ProBuild.com and then the career link.