



Example of Telecommunications Job Description

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Our innovative and growing company is hiring for a telecommunications. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for telecommunications

- Trains, and evaluates telecommunications staff
- Manage the receipt and processing of all communications services invoices
- Audit monthly invoices for accuracy
- Ensure payment is issued on time for all the above mentioned services and ensure expenses are properly allocated across departmental cost centers
- Ensure all circuit contracts are maintained and escalate to service providers and KCS management when an issue arises
- Perform monthly wireless plan optimizations for machine to machine and user cellular data utilization
- Forecast and report on monthly spend for all the above mentioned communications services to KCS management
- Create or modify documentation in response to new or amended contracts and services
- Perform service optimization analysis and provide recommendations to KCS management
- Perform service orders for new/change/disconnects as directed by KCS management

Qualifications for telecommunications

- Support internal customer requests while monitoring systems, analyzing and resolving impacts to applications, systems, infrastructure and processes

- Test Trunks
- Test Links
- This position will require functional knowledge of Fiber Optic Transmission equipment