



NOTICE OF JOB OPENING

Grants Administrator **Clovis, NM**

Plateau is accepting applications for a **Grants Administrator** for our Clovis, NM Headquarters location.

Responsibilities include researching, drafting, and submitting grant applications as well as performing duties to evaluate, report on, and oversee the Company's compliance with the terms and conditions of various grants awarded. This position ensures that timely and accurate filing and reporting requirements are met in accordance with the terms of each grant. The Grants Administrator may also perform workflow, labor, and cost analysis to ensure efficient use of resources and will provide compliance-related training to staff as well as external vendors, contractors, and sub-contractors as needed.

Minimum requirements to apply include a basic understanding of the telecommunications industry and the ability to read and interpret complex federal, state, and local grant requirements. The successful candidate will also possess excellent interpersonal, writing, and presentation skills and have the ability to manage multiple simultaneous projects, with close attention to detail, under tight deadlines. A bachelor's degree in a related field and previous related experience are preferred.

This position is eligible for a variety of exceptional benefits, including 100% company-paid medical, dental, vision and prescription insurance, 100% company-paid annuity pension plan, 401k, generous paid time off and paid holidays.

Apply online at <http://www.plateautel.com/careers/> .This is an immediate opening – apply today! Applications will be accepted until position is filled.

Plateau is an Equal Opportunity Provider and Employer/Veterans/Disabled and a Drug/Alcohol-free Workplace.

View our website at <http://www.plateautel.com/careers/> for a complete listing of all current job openings.