



## **NOTICE OF JOB OPENING** **Transport Services Sales Coordinator**

Plateau is now accepting applications for a Transport Services Sales Coordinator for our Clovis, NM Headquarters location.

This position advances sales and support of the transport services product line. Primary responsibilities will include answering and following up on customer calls regarding purchasing transport circuits from Plateau as well as generating new sales leads to increase the company's current customer base. Examples of customers might include other carriers (like Verizon or AT&T), government offices, universities, or corporations. This person will work with other members of the project team to develop broadband data transport solutions for the customer. The work will include communicating with network engineering staff during the circuit design process; researching pricing and tariffs to accurately prepare a quote for circuits; and coordinating equipment orders, installation, turn-up, and timely billing of the order. This person must be comfortable scheduling meetings and conference calls with customers, vendors, and internal personnel, will be the primary point of contact for their assigned customer base, and may be contacted by customers after hours. Other responsibilities will include maintaining an understanding of current markets, competitor activities, service issues, and developing trends in the market.

Excellent communication, organizational, and problem-solving skills; the ability to work in a fast-paced environment with numerous simultaneous deadlines; and the ability to learn and apply guidelines related to circuit pricing are required. Experience with the NISC Enterprise System, Microsoft Word, Excel, PowerPoint, Google Earth, Outlook, and Visio are preferred. Experience working on requests for proposals (RFP's) and contracts is a plus. The ability to represent Plateau in a professional manner is required. While customer contact is usually by phone, face-to-face meetings and travel may be required on occasion.

The primary hours for this position are 8 am to 5 pm, Monday through Friday; however, flexible scheduling and overtime will be required in order to meet deadlines and workload requirements.

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 the position is filled.

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