

JOB DESCRIPTION

JOB TITLE: Site Development Coordinator

ABOUT US:

Tilson Infrastructure (TI) is a profitable, fast growing, private equity-backed telecommunications company specializing in the financing, development, ownership and operations of shared wireless infrastructure including small and mid cell poles in the right of way and macro cell towers. Our customers include large national telecommunications companies. We are seeking an entry level project coordinator to join our vibrant team of 15+ employees and play an important role in supporting the site development team.

POSITION DETAILS:

The Site Development Coordinator (SDC) plays a key role in keeping projects on track by managing logistics and organizing the day-to-day aspects of projects in support of our Site Development Managers. This includes an understanding of schedules and budgets while tracking project progress through detailed documentation. The SDC ensures that important administrative tasks are executed efficiently, on time, and in compliance.

As SDC, you will spearhead the creation of new processes and procedures while streamlining complex administrative workflows, owning your responsibilities from end-to-end. In addition, you must seek out solutions to challenges by utilizing creative problem-solving skills and available resources. As SDC, you will also help to drive time-sensitive invoicing activities and forecasts with relentless follow-up. In addition, you will support our Site Development Managers with offloading critical administrative tasks for greenfield site builds and embedded base infrastructure.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Spearhead due diligence items for asset development.
- Own administrative workflows for billing, P&L tracking, new build activities, O&M of our assets, and general processes.
- Interpret, communicate, and develop new processes effectively.
- Provide oversight of forecasted deliverables, process handoffs, and administrative activities for site development activities and leadership team.
- Interact with Product, Sales, Legal, and Site Development teams to assist with tracking handoff deliverables and critical administrative functions in a matrixed environment.
- Capture and store lease documents, invoices, site photos, reports, and backup documentation.
- Attend meetings to capture and record reporting updates.
- Work with the Site Development team to streamline development action items, closeout documentation, and budgetary data.
- Assist with creating new sites and job codes while abstracting site-level data into internal databases.
- Responsible for equipment vendor onboarding requests, vendor service authorizations, quotes, and purchase order creation.
- Prioritize and communicate progress to clients often and effectively.
- Follow up relentlessly on tasks.

- Adapt quickly to changing initiatives, being flexible to work on priority projects.

QUALIFICATIONS:

- Bachelor's degree – engineering and/or business is a plus
- Demonstrated ability to multitask in a highly technical, fast-paced work environment.
- Experience with deadline-driven workflows.
- Customer obsessed with a focus on deliverables to both internal and external personnel.
- Demonstrated mix of problem-solving, negotiating, influencing, facilitation, organization, prioritization, decision-making, and conflict-resolution skills.
- Strong organizational, time management, administrative, interpersonal, verbal, and written communication skills.
- Can navigate ambiguity in process and make decisions without leadership involvement.
- Has a natural technical acumen with the ability to understand complex databases.
- Must demonstrate a fast-learning curve.
- Proficient in MS Office Products, Excel, and Google Earth.

BENEFITS:

- Competitive salary, performance-based bonuses.
- Comprehensive health, dental, and vision insurance.
- Retirement savings plan with employer contributions.
- Maternity, care giver, and military leave.

Please note: this job description is not designed to cover or contain a complete listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Location and projected start date: this position is remote unless candidate lives in Portland, Maine where we have our company headquarters. Start date is ASAP.

Salary range: \$55-70K

Contact: gtalluto@tilsontech.com

To apply: <https://ttm-hff.viewpointforcloud.com/careers/jobdetails/5886f756-51fb-4a03-96b1-fcefc3860500?openModal=N&logoUrl=%2FCompany%2FGetLogo%3Fco%3D1%26size%3DL>