

# Telecom Auditor

## About LAVA

About LAVA: LAVA is a Technology Sales and Consulting organization working with some of the largest commercial/enterprise companies in the world. We help our clients evaluate and deploy new technology solutions, while reducing complexity and operational expenses. We work in a fun and fast paced environment and have a family first culture and mentality.

## About the Role:

The Telecom Auditor position involves account optimization, which entails invoice auditing, data collection and analysis of client telecom services, network and billing information to determine baseline cost factors, compliance with existing service contracts, historical invoice audits, and cost savings analysis and recommendations. The Analyst position consists of performing audits to ensure billing accuracy for multiple service types including local, long distance, internet access, VOIP services, cellular, conference calling and data services as well as developing recommendations for savings going forward and managing the implementation of approved recommendations.

## Essential Duties/Responsibilities

- Establish and maintain good working relationships with clients, vendors, and team members
- Use knowledge of telecom networks and common configurations to identify services and billings on invoices
- Analyze contracts, contract end dates, renewal/ termination terms to summarize contracts and billing in easily understandable reports
- Participate in internal and client-facing meetings, prepare reports and presentations, and create custom reports as requested
- Industry expertise in all or most of the following telecom technologies: Ethernet, fiber, Interconnection, small cells, VOIP, Optical, TDM (DS3 and DS1), Switched Access, and Collocation.
- Ability to work independently and accomplish tasks in a timely manner. Must have superior skills in communication and issue resolution.
- Ability to decipher services on telecom invoices from various carriers
- Track discrepancies between months of client's inventory
- Create a summary of all services at many of client's locations
- Work with clients' current vendors to detail their current inventory
- Ability to navigate various vendor relationships and portals
- Strong organization skills
- strong excel experience

- This can be a remote or in-person role
- Project management experience to assist clients with new service turn up and implementation

#### Job Requirements

- Mid to Senior level experience
- Exceptional Excel Skills: savings formulas, VLOOKUP, pivot tables
- Exceptional computer skills
- Communication skills
- Organization and updating/tracking skills
- Ability to work in a fast-paced environment on very large opportunities