



JOIN OUR TEAM

Telecom Project Coordinator

12 Points Consulting is an industry leader that delivers telecom solutions to the hospitality industry. We're passionate about providing the ultimate customer service experience for hotels and resorts throughout the United States and Canada.

Position

Telecom Project Coordinator

Job Summary

Do you like variety? Are you looking for a start with a small locally-owned company with opportunity to advance? Are you organized and friendly? You may be just the person we're looking for to add to our award-winning team. You'll use your talents and skills to deliver the ultimate customer experience! This is an entry level position and we're happy to train the right person to grow within our company.

Primary Responsibilities

- Coordinate ordering and installation of voice and data services for hotel systems.
- Will need to coordinate 3rd party on-site technicians.
- Answering the Phone
- Start Trouble Tickets for Techs
- Scan Documents into System
- Maintaining Customer Inventory in our Database

Position Requirements

- A great attitude, smarts, willingness to learn
- Efficient verbal and written communication skills
- Able to manage multiple requests through multiple parties on a daily basis
- Poise under pressure and good judgment in sensitive situations
- Proficiency in computer skills including Microsoft Office
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The Ideal Candidate will be

- Fun / Easy to Get Along With
- Organized / Time Management Skills
- Positive / Helpful member of the Team
- Analytical / Detailed
- Responsive / Flexible

If you are interested in applying, please email your resume to: jobs@12pointsconsulting.com