



**JOB TITLE:**

As-Built Project Manager - Intern

**SUMMARY:**

The As-Built Project Manager position will be responsible for overseeing the receipt and approval of construction as-builts from the various field teams. The position will be responsible for tracking, reporting, on-time performance, process improvements, and quality control of as-builts.

**DUTIES AND RESPONSIBILITIES:**

- Tracking of Expected As-Builts
- Receipt and Review of Completed As-Builts
- Organization and Storage of As-Builts
- Tracking of As-Built thru internal processes from Ready for inventory thru Completed Connectivity
- Regular Reporting of Metrics

**QUALIFICATION REQUIREMENTS:**

- **Education:** In pursuit of an undergraduate degree in Engineering or GIS.
- **Effective Communication:** Ability to correspond effectively with a variety of functional teams and strong interpersonal skills for supporting and advising various teams on proper systems and process
- **Application Proficiency:** Proficiency in the MS Office suite of tools with emphasis on Excel and PowerPoint is required. Proficiency in CAD, Google Earth, and MapInfo is a plus.
- **Other Skills and Abilities:**
  - Strong attention to detail, superb organizational skills, and ability to multi-task and prioritize
  - Ability to work across functional boundaries
  - Ability to solve practical problems and deal with a number of variables in dynamic situations
  - Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
  - Ability to view issues and concerns from multiple perspectives, and to keep the "big picture" in focus

Position will report to the Fiber Engineering & GIS VP, with regular interaction with the ZFS President of Operations, Regional Outside Plant VP's/Directors, and other members of the ZFS leadership team.

To apply: Please submit your resume to [zfscareers@zayo.com](mailto:zfscareers@zayo.com)