



TITLE:

Custom Solutions Coordinator – Intern

SUMMARY:

This internship position is primarily responsible for supporting the custom solutions team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides support to the sales team.
- Assists with developing technical designs using current and proposed networks and equipment for customer services.
- Gathers and estimates costs associated with the developed design.
- Assists with the collection & project management of information from Engineering, Outside Plant and Product Marketing.
- Assists with creating business cases for Capital Expenditures to support developed designs for customer services.
- Assists with the evaluation of sold orders against developed solutions for accuracy.
- Creates and maintains tracking spreadsheets and project plans.

REQUIRED SKILLS:

To perform this job successfully, an individual should have knowledge of: Spreadsheet Software (Excel); Word Processing Software (Word); Presentation Software (Power Point).

OTHER SKILLS AND ABILITIES:

- Requires good critical thinking and interpersonal skills
- Knowledge of office software, organizational abilities and strong attention to detail
- Have excellent organizational, verbal and written communication skills.
- Must have a professional, outgoing, customer-service oriented manner.
- Ability to interact with a variety of people, and remain calm and professional in stressful situations.
- Must be friendly, courteous, flexible and enjoy working with a variety of staff and guests.
- Must possess working knowledge of computers and software (Microsoft Office).
- Must be detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision; work well under pressure; able to manage multiple projects.

To apply, submit cover letter and resume to: Jobs@Zayo.com

Please reference the title