



FTT Site Acquisition Coordinator Louisville, Colorado

Zayo Bandwidth is a fast growing facilities-based telecommunications service provider located in Louisville, Colorado. This position is primarily responsible for managing the coordination of various types of Building Access Agreements and other contract/legal documents with accounting, legal, outside plant, inside plant and other organizations as necessary by performing the following duties:

- Manage existing site agreements when additional work is needed on such sites. Dealing directly with Landlords or Site Management Companies in gaining drawing approvals for the installation of telecommunication services on such site locations
- Manage preparing for signature and the uploading of all Access Agreements/Contracts into a company database as site Agreements/Contracts are finalized by both parties.
- Manage preparing all check requests and working closely with Finance
- Maintain centralized contract database for all leased facility agreements, using Salesforce.com
- Manage to critical milestones, set by the team members, to ensure department success from a site access standpoint
- Manage preparing all signed agreements to be sent back to the property owners

REQUIRED SKILLS

- Excellent written and verbal communications skills.
- Negotiation, analytical and organizational skills.
- Experience reviewing, gathering, compiling and summarizing financial data
- High energy individual with strong work ethic.
- Attention to detail and the ability to provide administrative support to a busy commercial real estate department.
- Proficient with Word, Excel, Power Point and Contract Database programs.

PREFERRED EXPERIENCE

- Knowledge of telecommunications industry.
- Proven experience in negotiating complex transactions.

Zayo Bandwidth is an Affirmative Action/Equal Opportunity Employer (M/F/D/V).

To apply for this position, please email your resume and salary requirements to: Jobs@Zayo.com