



OPERATIONS ADMINISTRATOR

AIRWAVZ SOLUTIONS

Operations Administrator

Airwavz' mission is to be the go-to provider of smart, sustainable wireless solutions for real estate owners and mobile companies. We help our clients provide seamless, high-speed connectivity to their tenants and customers, conveniently and affordably. By creating an in-building, wireless infrastructure that meets the clients' unique needs and goals, we empower them to better serve their tenants/customers with less hassle and a bigger profit margin. Our mission is to offer low-cost and dependable solutions that make us a household name in our industry and an automatic, first choice for prospective clients.

JOB PURPOSE AND DESCRIPTION:

Airwavz Solutions is seeking an Operations Administrator, reporting to David Herran, Executive Vice President, Chief Commercial Officer. This person will have responsibility for providing administrative support of the internal processes associated with the engineering, construction, commercial, and client operations teams. An example of these tasks in a typical day would be to ensure accuracy of our database of record, process and transmit engineering documents between parties and assist in the development of proposals and related marketing materials. The candidate will also be willing to learn multiple disciplines throughout the organization. Professionalism and observational skills will be key to success. A high level of comfort in interpersonal interaction is a must. The Operations Administrator may also from time-to-time support office administrative duties at the Airwavz Charlotte headquarters location.

CANDIDATE PROFILE:

Coordination and administrative abilities with a willingness to learn through doing. The Candidate must be willing to support the key stakeholders in the departments assigned and bring imagination as well as a focus on execution to the organization. The candidate will be located in Charlotte, North Carolina. This position will require the person to be self-sufficient with a drive to grow as our growing company scales to meet the demands of the Communications Industry.

RESPONSIBILITIES OF THE POSITION

- + Maintain data base deliverables to and from our partners, internal and external
- + Coordinate and focus the organization around timelines and durations
- + Upload designs and deliverables to internal database
- + Assist Team with presentations
- + Cooperate with Company Marketing team for group specific collateral
- + Support Team during assigned calls to track details and deliverables

SKILLS AND EXPERIENCE

- + Proficient in excel and PowerPoint
- + Has had experience with Salesforce and/or Tableau
- + Has had experience in SharePoint

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