



PROJECT COORDINATOR + OFFICE ADMINISTRATOR

AIRWAVZ SOLUTIONS

Project Coordinator + Office Administrator Opportunity

Airwavz Solutions, Inc. is a leading wireless infrastructure company that designs, develops, and delivers wireless telecommunications infrastructure platforms as a service for building owners, service providers and enterprise customers to flexibly and economically solve the coverage and capacity challenge created by the explosion of mobile device usage indoors. We are seeking to fill a new full-time position, Project Coordinator & Office Administrator. This job will play an integral part as part of our fast-paced team supporting the aggressive growth of Airwavz Solutions' products and services in the commercial real estate space.

POSITION SUMMARY

Based out of the recently renovated Charlotte, NC headquarters located at 1410 W. Morehead Street, the project coordinator will work primarily with the engineering and technology groups to input, validate, and migrate data from and to several programs including Sales Force, Smartsheet and MS Office applications. Then incumbent will be responsible for validating file completeness and uploading the data into a SharePoint site organized and managed by the job holder. To a much lesser degree, the project coordinator will also need to perform routine office administrative tasks for the senior staff such as monthly board preparation assistance, visitor arrangements and office supply coordination as outlined.

DUTIES + RESPONSIBILITIES

Engineering + Technology Support (85-90%) activities:

- + Salesforce data entry
- + Engineering design uploads
- + Preparation of standard reports for engineering updates including colocation tracking and venue analysis filing
- + SharePoint folder creation and maintenance
- + Convert and merge documents (applications, attestation letters, and other non-engineering carrier needs) into pdf or excel following conversion for submittal packages.
- + Help coordinate the weekly report generation
- + Assist with auditing IT projects, coordinating IT files (i.e. FES analysis files), and miscellaneous other IT group support tasks

Administrative Support (10-15%) activities:

- + Help welcome and directing visitors, candidates, and clients
- + Assist C-suite leadership with monthly board preparations, visitor arrangements and office supply requests

airwavz.com + **1-833-airwavz**

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- + Receive deliveries and coordinate pick-ups
- + Act as a point of contact for office supply and office equipment maintenance
- + Perform other related duties as assigned

REQUIRED SKILLS + ABILITIES

- + Strong verbal and written communication skills
- + Excellent interpersonal and customer service skills
- + Proficient in Microsoft Office Suite applications (Word, Excel and PowerPoint)
- + Experience working in SharePoint
- + Proficiency working in the Smartsheet platform
- + Excellent organizational skills and attention to detail
- + Basic understanding of clerical procedures and systems such as recordkeeping and filing

REQUIRED EXPERIENCE + QUALIFICATIONS

- + Associates degree
- + 2-3 years of job-related experience in a professional work environment
- + This hybrid role, requires the job holder to work in office 3-4 days/week on average

PREFERRED SKILLS + EXPERIENCE

- + Experience working in Salesforce or equivalent CRM software
- + Strong critical thinking, rooted in problem-solving
- + Demonstrated experience putting together PowerPoint presentations
- + Ability to work independently

PHYSICAL REQUIREMENTS

- + Prolonged periods sitting at a desk and working on a computer.
- + Must be able to lift up to 15 pounds at times.



Candidates must successfully pass pre-employment background check. COVID-19 vaccination is not required; however, all employees must comply with applicable business, regional and national ordinances pertaining to their work site location.

Airwavz provides competitive salaries and a diverse slate of benefit offerings. A few of the company sponsored and subsidized programs include medical, dental and vision plans; a company matching 401k plan; free parking; life insurance and AD&D; flexible spending account programs; an employee assistance program; paid-time-off; and flexible work arrangements.

For information on Airwavz Solutions, including more information on our company culture and employee benefits, please visit our Careers section website at www.airwavz.com.

Qualified and interested candidates should send a resume to Careers@airwavz.com and reference the position of interest.

Airwavz Solutions is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, or any other characteristic protected by federal, state or local laws.