

Title: Telecom Single Carrier Project Manager-85825Y1023

Client: NYC Agency

Location: Brooklyn, NY (Onsite)

Duration: 12 Months

Work Hours: 35 hrs/week

Job Description:

- Seeking an experienced Telecom Project Manager for its Single Carrier Citywide cost savings initiative.
- This Telecom Wireless Single Carrier project migrates 100K+ Smartphone lines/devices used by client agency.
- The consultant responsibilities include, but not limited to, working with CLIENT, the agencies, and the Telecom carriers.

Mandatory Skill:

- At least 8 years of full-time experience as a Telecom Wireless Single Carrier Project Manager.
- Review the Single Carrier agreement, create the checklist, deliverables and compliance tracker and monitor.
- Review and prepare the citywide Smartphone migration inventory, create the citywide migration tracker, and maintain.
- Work with the selected carrier to create and update the migration schedule -as needed across all client agencies.
- Maintain the migration inventory and track progress based on the service orders.
- Provide Telecom subject matter expertise during the transition of Smartphone Single Carrier project.
- Review and update the deliverable documents per the agreement, report progress and address any discrepancies.
- Coordinate with the wireless carriers, CLIENT's Wireless ordering team and the agencies, review, assist and approve.
- Work with the selected carrier to process the M1 orders, track SIM porting, oversee shipment/delivery of new devices.
- Gather all Single Carrier project deliverable, final citywide inventory and the project artifacts after the migration.
- Review Vendors' reports for completeness and accuracy, and to validate service levels are met.
- Track and report any User's wireless coverage and/or operation issues post- migration and work with the carrier to resolve.
- Create and submit the weekly/monthly single carrier project reports, including risk and issues and publish on the portal.
- Track and Report on any Single Carrier contract and performance issues and coordinate with the carrier to resolve.
- Document and report on the actual/realized savings based on the identified Single Carrier initial savings.
- Work with CLIENT Cost Recovery group and the selected carrier to create and/or update the invoicing for the project.
- Report and aggregate the Citywide telecommunications services create monthly reporting dashboards, KPIs and trends.
- Knowledge transfer and user training on telecom and contractual functionalities, tasks, processes, reporting and documentation.

Desirable Skills:

- Knowledge of/experience with Telecom Expense Management, ServiceNow, Req/Passport systems.
- Hands on experience, Telecom certifications, PMP, ITIL and strong written and verbal communication skills.
- Knowledge of/experience with City procurement rules and procedures, and contract management procedures.
- Strong organizational, analytical, and time management skills.
- Ability to handle multiple tasks at one time and maintain a strong attention to detail.