Network Operations Support

Location:
Austin, TX

Opportunity:

A Network Operations Support Specialist supports the Network Team ensuring all aspects of projects are being completed as efficiently as possible. The main duties include reviewing budgets, project funding, procurement, reviewing inventory levels, and providing recommendations to streamline network processes.

Primary responsibilities include:

- Developing organizational budget with managers
- Reviewing proposals for completeness, accuracy, and compliance with company standards
- Consolidating the organizational budget for review
- Vetting funding requests for merit and authenticity
- Monitoring spending and keeping the organization within its set budget
- Preparing reports and estimating future financial needs
- Provides administrative support to ensure efficient operation of the office.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports the team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level
- Controlling flows of equipment and supplies.
- Reporting to management and advising on process improvements.
- Training less-experienced workers.
- Compiling inventory reports.
- Forecasting future inventory requirements.

Skills and Qualifications:

- Minimum of 3 years' experience in the field.
- Excellent organizational and time-management skills.
- Working knowledge of word processor, database, and spreadsheet software.
- Developing budgets
- Financial skills
- Tracking budget expenses
- Analyzing information
- Managing processes
- Developing standards
- Performance management
- Reporting Skills
- Microsoft Office Skills

- Analyzing Information
- Professionalism
- Problem Solving
- Inventory Control
- Verbal Communication