



Telecom Auditor

SUMMARY

Advantage IQ, the premier Telecom Expense Management company is looking for a Telecom Auditor to work full time in our Westminster, CO office. Duties of this position will include developing inventories and advanced level auditing of LD and Datacom services for large multisite and enterprise clients. The ideal candidate must have a Telecommunications background and strong computer skills. Candidate must display the ability to audit invoices against contracts, service guides and tariffs, identify and present optimization opportunities to our clients, as well as display strong computer skills, particularly in Excel and Access and possess the ability to convert and manipulate large volumes of data from various source formats. This individual must also have strong interpersonal communications and problem solving skills and be capable of multi-tasking and adapting to changing business priorities.

Location: Denver, Colorado

Salary: DOQ

PRINCIPAL ACCOUNTABILITIES:

1. Audit and analyze complex LD and Data invoices utilizing both automated and manual methods.
2. Open, manage and resolve billing disputes on behalf of our client base.
3. Build service inventories and document usage patterns from carrier billing data.
4. Set up and interpret client specific rate tables from carrier service agreements.
5. Assist in the continued process and system enhancements.

MINIMUM REQUIREMENTS:

- o Working knowledge of telecommunication products and services.
- o Understanding of telecom technologies and billing systems.
- o Excellent communications and project and time management skills.
- o Self-starting team player cable of multi-tasking and good organization skills.
- o Proficiency in Microsoft Excel and Access applications.
- o Experience in data conversion between various formats including HTML and PDF
- o Ability to run ad-hoc queries and create simple databases on the fly
- o A Minimum of three years experience in working with telecom billing.
- o Occasional travel required.

Performance and job related qualifications guide our promotion decision, not race, color, gender, age, marital status, nationality, creed, sensory, mental or physical disability (unless based upon a bona fide occupational qualification).

Equal Opportunity Employer Committed to Diversity in our Workforce

Visit our website to apply for the Telecom Auditor position or follow the link below

<http://www.advantageiq.com/WhoWeAre/Careers/tabid/69/Default.aspx>