



SYSTEMS SEMINAR CONSULTANTS, INC.

Senior Analyst I

We are currently seeking a candidate for a contract-to-hire Analyst role. This is a wonderful opportunity!

Job Location: Madison, WI

Job Description and Responsibilities:

Primary Role: To act as primary support for Telecommunications Consultants in analysis of customer's telecommunications services, preparation of project deliverables and implementation of recommendations.

Job Functions:

- 1). Analysis of telecommunications services
 - Work with PM to identify savings opportunities and generate task list
 - Evaluate savings opportunities
 - Regular contact with clients and vendors
 - Periodic review of accounts to ensure all information is received
 - Enter rates from RFP responses into database
 - Preparation of cost analyses for all telecommunications services
 - CSR review and analysis
 - Prepare first month audit after implementation
 - Perform vendor prescreening including checking references
- 2). Assist in preparation of project deliverables
 - Preliminary, Final, Audit & Quarterly reports
 - New and pending issues
 - Variance report
 - Request for proposals
 - Cost analysis spreadsheets
 - Network diagrams
 - Circuit list & Frame Relay reports
- 3). Coordinate implementation of recommendations
 - Contact vendors to place orders for moves, adds and changes
 - Follow up with vendors to ensure requests are implemented properly and credits are issued
 - Act as resource for customer inquiries during implementation phase
 - Assist in coordination of multiple vendors in major implementations

Supervision: Project Manager

Accountability: Project Team

Qualifications:

- 1). 3-5 years business experience (customer service, administrative, accounting/analyst, help desk) including 2+ years in telecommunications analysis role or equivalent skill set.
- 2). Strong mathematical and analytical aptitude.
- 3). Excellent written communications skills and experience in writing quality reports.
- 4). Experience in working with word processing and spreadsheet programs (preferably Word, Excel, and Access).
- 5). Education: Associate/Bachelor's Degree or equivalent work experience.