

Title	Department	Job Description
Account Executive II	Sales and Business Development	Responsible for successfully selling Company products and services in line with their respective sales quota and target goals. Duties include identifying and properly qualifying client prospects and business opportunities in both the enterprise and select customer segments.
Accounting Analyst	Finance and Business Management	Responsible for general accounting duties and analysis including: preparation of account reconciliations, financial analysis, internal control testing and other financial projects.
Application Engineer	Professional Services	Primarily involved in project implementation, operation and optimization as well as supporting pre-sales and design requirements.
Associate Account Executive	Sales and Business Development	Responsible for providing sales and marketing support to Major account customers, developing and executing strategic account plans for the Major account customer segment. Also responsible for providing support in the day to day sales and marketing activities of the Major account customer segment.
Business Development Leader-Collaboration Solutions	Sales and Business Development	Responsible for building and driving collaboration solution vision, strategy and execution plan in support of account executives and sales initiatives.
Business Development Leader-Select Account Solutions	Sales and Business Development	Responsible for driving growth and improving the IPLogic product and solution relevance to the sub-250 customer user segment in support of account executives and sales initiatives.
Business Management Analyst	Finance and Business Management	Responsible for understanding and meeting customer objectives while ensuring that Company policies and procedures are being adhered to as they pertain to the sales and finance processes.
Business Management Lead	Finance and Business Management	The Business Management Lead is responsible for mentoring, training, and helping to prioritize work queues of Business Management personnel and is responsible for maintaining and managing the reselling of vendor maintenance contracts to the existing customer base.
Business Management Support Specialist - SBU	Finance and Business Management	Responsible for supporting the revenue generation efforts of the Self Directed Business Unit. Must address customer issues to ensure effective and long term problem resolution.
Carrier Services Support Representative	Professional Services	Role provides professional, quality customer service to the customers of the Company. Performing a wide variety of communication related tasks; receive calls requesting services, responsible for taking equipment orders and dispatching engineers.

Chief Executive Officer	Executive Management Team	Collaborates effectively with the Executive Management Team in an effort to meet Company vision, financial, and customer satisfaction objectives.
Chief Operating Officer	Executive Management Team	Responsible for managing all hands-on operational aspects of the company. Assists the CEO in the aggressive and successful growth of the Company.
Client Support Representative	Professional Services	Responsible for setup and development of effective, secure and timely data communications to, from and between customers.
Controller	Finance and Business Management	Responsible for leading and supervising the Company's finance and accounting functions.
Director of Business Management	Finance and Business Management	Responsible for overall direction, coordination and evaluation of the Customer Demand Planning Group. Responsibilities include interviewing, hiring, and training; assigning and directing work; appraising performance; rewarding, disciplining employees; addressing complaints and resolving problems.
Director of Human Resources	Human Resources	Responsible for organizational and strategic development, policies and programs covering employment, compensation, benefits, performance management, progressive discipline, training and development, employee relations, safety and health, recruiting and retention, and compliance with all applicable federal, state and local laws.
Director of Professional Services	Professional Services	Manages and directs professional services team. Director is responsible for overall direction, coordination and evaluation.
Director of Sales	Sales and Business Development	Manages and directs sales team within assigned region. Director is responsible for overall direction, coordination and evaluation.
Field Engineer	Professional Services	Performs needs analysis, procurement support, installation, training and problem resolution for communications equipment supported by the company. Responsible for the configuration, implementation, installation and training of business communication hardware and software.
HR Administrator	Human Resources	Performs complex clerical duties by following established procedures in the following areas: group life, health, dental, vision, FSA, long and short term disability. Responsible for managing all insurance billings and maintain employee personnel files.
Multimedia Engineer	Professional Services	Responsible for designing, planning, managing and implementing video solutions.

Network Engineer	Professional Services	Provides technical leadership and quality assurance while delivering consulting and integration services to clients.
Payroll & Accounts Payable Coordinator	Finance and Business Management	Oversees the daily management of processes associated with the payment of employees and invoices ensuring the accuracy of the entire process as it relates to employee payroll and vendor payment.
Procurement Agent	Finance and Business Management	Responsible for procuring equipment/software/maintenance and internal inventory in the timeliest and most cost effective manner by evaluating vendor sourcing alternatives
Professional Services Leader - IT Administration	Professional Services	Responsible for all Internal IT initiatives and infrastructure support while supporting the revenue generation efforts of the Professional Services Engineering organization.
Professional Services Leader - Advanced Services	Professional Services	Has primary responsibility for supporting the sale and service of Managed Services and Cloud/Hosted Offerings within their region.
Professional Services Leader - Engineering & Logistics	Professional Services	Helps facilitate the tactical and strategic operations of the Professional Services Organization.
Project Manager	Professional Services	Directs and coordinates, typically through engineering, activities concerned with the configuration, implementation and installation of work defined in company SOW (Statement of Work).
Quality Leader	Executive Management Team	Spearheads efforts to understand the Voice of the Customer and derive Critical to Quality metrics from it; establishes quality standards for process outputs in all value streams; and focuses on the management and improvement of the interrelated processes, applications and tools that form our system.
Sales Specialist, Advanced Services	Sales and Business Development	Expected to develop and execute on a strategic sales plan for each assigned enterprise account and territory vertical in the West region.
Senior Account Executive	Sales and Business Development	Responsible for successfully selling Company products and services in line with their respective sales quota and target goals. Duties include identifying and properly qualifying client prospects and business opportunities in the enterprise customer segment.
Senior Network Engineer	Professional Services	Provide clients with the highest levels of technical skill and network consulting capability and are responsible for providing best practice and technical market trend and strategy information back to the Company.

Solution Architect	Professional Services	Delivers complete business solutions and a high level of satisfaction to our clients helping them achieve a competitive advantage.
Staffing Engineer	Professional Services	Provides clients with complete business solutions with a high level of client satisfaction utilizing the highest levels of technical skill and network consulting capability. The solution architect is responsible for providing best practice and technical market trend and strategy information back to the Company.
Team Lead Commercial Voice	Professional Services	Provides first rate technical leadership and quality assurance when delivering our consulting and integration services to our clients.
Vice President of Professional Services	Executive Management Team	Has primary responsibility for the overall operations of the Professional Services department. The VP will oversee and provide strategic direction to the Directors of Professional Services that have the day to day responsibility for each Professional Service function.
Vice President of Sales and Business Development	Executive Management Team	Manages and directs sales team within assigned region. Director is responsible for overall direction, coordination and evaluation.
Chief Financial Officer	Executive Management Team	Responsible for managing all hands-on operational aspects of the Company. Assists the CEO in the aggressive and successful growth of the Company.
Warehouse & Inventory Coordinator	Finance and Business Management	Responsible for managing the Company warehouse and inventory function in a professional and knowledgeable manner.
<b>Title</b>	<b>Department</b>	<b>Summer Intern Job Description</b>
Finance Intern	Finance and Business Management	Responsible for assisting with management of fiscal compliance in accordance with GAAP, and other regulatory and advisory organizations and in accordance with financial management and business management techniques and practices appropriate within the information technology industry.
Professional Services Intern	Professional Services	Responsibilities include gathering and reporting metrics, help desk assistance, shadowing of various subject matter experts and hands-on experience actually investigating and working through solving internal IT problems.
Sales Intern	Sales and Business Development	Spends quality time at client help desk to solve customer complaints, prepare customer contracts and assist with new business strategies to reach target consumers and communications for marketing initiatives.
Human Resources Intern	Human Resources	Assist with HRIS, HRConnection and electronic Community Bulletin Board databases content and maintenance updates. Perform clerical duties by following established procedures in the following benefits management: group life, health, and dental, vision, FSA, long and short term disability.