

Title	Telecom Inventory Analyst
Business	Managed Service
Reports to	Manager – Inventory

Advocate is a consultancy of IT advisors and data scientists dedicated to helping companies optimize their technology infrastructure. Utilizing marketplace intelligence, decision analytics and acceleration capabilities, Advocate partners with its clients in innovative ways to save money, improve performance and deliver crucial insight to help them make the best possible decisions related to their cloud and network technology. That’s why we work, Smarter. Together.

The Telecom Inventory Analyst is responsible for building and maintaining Inventory to Advocate standards for Advocate’s Managed Services clients. This role will be responsible for monitoring data feeds into the Technology Expense Management (TEM) platform to ensure Advocate is receiving the most robust sources of data available. The Analyst will interface with Value Creation, Audit, Order Management, Invoice Processing, and Client Operations to ensure all inputs are properly vetted and approved prior to entering inventory.

RESPONSIBILITIES

Content Management

- Ensure all billing information is received in the format which provides the most detail
- Review data feeds for gaps in EDI data (where applicable)
- Identify potential mapper issues and escalate with TEM platform partner

Inventory Management

- Participate in baseline inventory builds for upload into TEM platform for all new Managed Services clients
- Approve or reject new inventory and enhance with required data points
- Continuously review and groom inventory to maintain Inventory to Advocate standards, ensuring overall timeliness and quality of content

Communications

- Communicate effectively with internal stakeholders, tech partners, and vendors
- Maintain open channels of communication with Value Creation, Audit, Order Management, Invoice Processing, and Client Operations to ensure new services are vetted and approved before being entered as part of inventory
- Provide status updates for inventory builds on a regular basis and keep team apprised of possible risks

SKILLS

- Ability to communicate, verbally and in writing, effectively with all levels of the organization
- Strong sense of urgency with the ability to manage competing priorities in a fast-paced environment
- Ability to think critically to solve problems and achieve goals
- Must possess a keen attention to detail



- Strong fit with Advocate culture, values, and operating philosophy
- Outgoing, articulate, driven, focused, and passionate individual with the ability to lead, coach, and develop people across all levels of the organization

QUALIFICATIONS

- Four-year college degree or equivalent experience
- 2-4 years of experience in telecommunications/IT industry
- Well organized individual who pays great attention to detail and is capable of significant creativity
- Strong project management and communication skills at all levels of the organization
- Advanced proficiency with Microsoft Office
- International services delivery experience is preferred, but not required
- Must provide Proof of Right to Work in the United States on the I9 Form

OPPORTUNITIES

- Join a company named to the **Inc. 5000** list of Fastest Growing Companies for **eleven consecutive years**
- Named one of the Top 100 Workplaces by The Atlanta Journal-Constitution
- Work daily with Fortune 500 Clients
- Opportunity for rapid career advancement

REWARDS AND BENEFITS

- Competitive base pay
- Incentive bonus plan
- Paid time off
- 2 paid days off for community service
- Comprehensive benefits package
- Medical/dental/vision benefits
- Company matched 401(k) with immediate vesting
- Flexible work arrangement to support a good work-life balance
- Professional development with a long-term career path
- Continuing education and training reimbursement
- Paid employee referral program
- Conveniently located near I-285, GA-400 and I-85; free parking

If you'd like to join the Advocate team, send your cover letter and resume for consideration

to: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=29440679-d847-41e4-b32c-797f44374111&cclid=19000101_000001&type=JS&lang=en_US