Job Title	IT Operations Coordinator
Purpose of Job	The role of the Telecoms Coordinator is to provide assistance in negotiations with customers, document and services control, and to support the Telecoms Manager and Telecoms Team in its daily operations.

Responsibilities

- Co-ordinate all work activities of the team to ensure safe and efficient completion of required work activities in accordance with Rapid Solutions procedures.
- Handle IT/Telecoms Enquiries log it in the system, send it to relevant Engineers, update the customer enquiry forms. Logging status of enquiries, proposals and jobs.
- Issuing of Commercial Quotations and Proposals
- Prepare cost estimates and ensure proper billing for services rendered. Communicate with other departments on issues that may affect their operations.
- Collect and approve job-sheets, delivery notes and certificates of completion.
- Monitor invoiced costs against customer call-offs
- Monitor job progress and ensure jobs are sent for invoicing promptly when completed
- Collation and verifying of weekly timesheets and job sheets of all employees
- Issue accruals reports on weekly basis.
- Submit jobs for invoicing in a timely manner. Maintain and regularly update invoicing and job logs. Ensure collection of appropriate documentation to support invoices.
- Prepare purchase requisitions (PR) for division/project purchases, liaise with the purchasing department and provide weekly report on outstanding POs.
- Monitoring and updating personnel location log, vacation log, offshore log, training matrix and employee databases. Arranging required mandatory and technical trainings and checkups for division employees.
- Monitor spare parts/equipment inventory to ensure stock control in stores, maintain agreed minimum levels, carryout quarterly stock checks. Check and receive all new materials and complete OIC forms.
- Provide direct administrative support to the division manager and the team, including translation of documents (English/Azerbaijani/Russian), copying/ scanning/ transmitting documents, as required
- Carry out any other ad hoc duties as required by the company.

Job Requirements:

- Bachelor's Degree preferably in engineering discipline
- 3-5 years' experience as administrative assistant / assistant to senior manager role
- Able to communicate in Azerbaijani and English – written and verbal. Russian is an asset
- Good knowledge of Microsoft Office package
- Ability to work under pressure and manage multiple priorities
- Team Player, excellent interpersonal and organizational skills.
- Conscientious, reliable, flexible, hardworking, professional and motivated

Deadline: June 28, 2019

To apply please send your CV to: recruitment@rsl.az indicating **"IT Operations Coordinator"** in a subject field. Only candidates who match requirements above will be contacted by recruitment team.