

## **Closeout Manager**

### **Job Description**

Close out Manager

Closeout Oversight

-Manages closeouts at the program level

-Responsible for all reporting and monitoring of closeout packages for completeness and accuracy

-Provides quality checks tracking issues, exceptions and resolutions

-Escalates noncompliance through proper channels

### **Required Skills**

1. Expertise in Microsoft suite products; excel, PowerPoint, office and access data base.
2. Comprehension and understanding of wireless acronyms and construction terms.
3. Knowledge of Database reporting and SharePoint. Familiarity with quick base data program
4. Understanding of closeout process and requirements.

### **Required Experience**

1. 7-10 years experience in the wireless industry
2. 4 year degree or equivalent experience
3. Team player; thinking outside of the box; solution based.