



Job Description – Project Manager

CostQuest Associates (CQA)

Who We Are & What We Do

CostQuest Associates (CQA) is an industry-leading broadband consulting firm providing broadband planning, government advisory, valuation, and appraisal services, and developing geospatial data products for the broadband industry. With a wealth of expertise on hand, CostQuest has experts who specialize in broadband economics, cost analysis, network modeling, valuations, appraisals, regulation, service mapping, geospatial data science, and more. Our mission is to provide broadband service providers, policy makers, and regulators with the confidence and assurance to make effective broadband and utilities decisions.

CostQuest is a fast-growing and small company with a large profile in the telecommunications/broadband industry. You can find us in the arena with industry giants and regulators alike. We pride ourselves in punching “above our weight” and are in constant pursuit of new challenges to expand our competencies.

CostQuest is well known and respected for our deep analytical approach and unique applications and models. The love of the challenge and commitment to precision makes us who we are. We work to get it right.

Headquartered in Cincinnati, Ohio, CostQuest has grown to have a team in Seattle, Washington, presence in Washington D.C., and a network of experts across the United States.

Who We Serve

Clients such as the Federal Communications and U.S. Department of Commerce have relied on CostQuest’s expertise to inform policy and regulations. AT&T, Verizon, Comcast, and other providers of broadband services use CostQuest for valuation and appraisal services to support tax purposes.

Who You Are

CostQuest is looking for a Project Manager to manage efforts related to large governmental and industry clients. The successful candidate will have some experience managing projects and timelines, as well as an understanding of data analytics and financial and economic terms and terminology. This person will be given the responsibility of working with CostQuest’s clients in its Consulting Services business vertical. Project Management duties will include management of contract lifecycle and support of Public Sector vendor compliance.

Position Requirements & Experience:



- Minimum 1-year project management experience, including administrative and compliance tracking and managing
- Minimum 1-year experience in fields of business analysis, economics, finance, accounting and/or information technology

Education:

- BA/BS or equivalent required, PMP certification preferred, but not required

Required Skills:

- Strong organizational skills with keen attention to detail
- Capable of multi-tasking among competing projects and priorities
- Experience in software development and/or data analytics projects
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Strong working knowledge of Microsoft Office
- Experience working cross functionally with tech and non-tech teams.
- Experience using data and metrics to drive improvements
- Proficiency with at least one schedule tracking tools such as MS Project, SmartSheet or alternative.
- Strong problem solving and organizational skills

Location:

- Seattle, WA
- Some remote work allowed

Other Requirements:

- Occasional travel to locations such as Washington, D.C., Seattle, Cincinnati and elsewhere.
- To meet the U.S. Government clearance requirements for this opportunity, candidates must be eligible to work in the United States.
- Ability to pass a U.S. Public Trust background investigation for access to the client site and computing systems. You must have lived in the U.S. for the past three (3) years.
- As a Federal Contractor, all employees are required to be fully vaccinated against Covid-19 and provide proof of vaccination prior to the first date of employment.
- All candidates will be subject to a background check and pre-employment drug screening.

Compensation & Benefits:



- Competitive Salary and Benefits
- Job Types: Full-time, Permanent
- Salary: \$65,000.00 - \$90,000.00 per year
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Paid time off
- Parental leave
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Compensation package:

- Bonus pay
- Experience level: 1 year

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Seattle, WA 98122: Reliably commute or planning to relocate before starting work (Required)

Work Location:

Hybrid remote in Seattle, WA 98122