

Job Description	
Job Title:	The Network Collective Junior Associate
Reports to:	Head of Managed Services
Description:	Provide support and assistance where required across the Consulting, Delivery Assurance and Commercial Assurance Departments of TNC

Role & Responsibilities	
This role is to provide support and assistance as required to the Consulting, Delivery Assurance and Commercial Assurance Departments within The Network Collective (TNC). Individuals will have the opportunity to gain training, knowledge and skills in the Networks, Telecoms and Commercial services that TNC deliver. The role will also include overall training relevant to a corporate role and equip individuals with the skills to work effectively in a business environment. • Provide support services for administration and meetings • Support with required tasks across TNC, for example calling client sites, data entry, email tracking, invoice downloading, assistance in creating consistent and quality reporting • Update TNC systems as required and in a timely manner • Work as part of a team across several teams and projects • Build successful relationships internally and with customers and suppliers • Pro-active mindset to investigate any issues and problem solve • Provide innovative improvement ideas on processes	
Experience	
• Experience of working as part of a team in a business environment where both customer and internal relations and communication were of high importance • Experience working within an environment where pro-activity and problem solving skills were required • Ideally have experience working on Office365 applications, especially Outlook, Teams, Excel, Powerpoint and Power BI • Ideally have knowledge of Networks, Telecoms and/or FinOps	
Behaviours & Skills	
• Team Player – working as part of a team to get the goal completed • Positive mindset to complete routine tasks to a high standard • 'Can-do' flexible attitude to working across different functions as needed • Strong communication skills, verbally and written • Highly organised, punctual and detail orientated	
Summary	
TNC is looking for Junior placements to join our industry leading team working in Networks and Telecoms Consultancy. Individuals will receive valuable training, knowledge and skills in the industry as well as an introduction to working in a business environment. The role will support with tasks across the teams and build strong relationships. This is an exciting opportunity for a 12 month fixed term contract, with the opportunity for a 6 month extension into a chosen specialist area. Roles are expected to be office based 2/3 days a week, probably in Manchester,	