

Sigfox is the first and only operator of a global wireless IoT network fully dedicated to low-throughput communication for connected objects. With an extremely cost effective and very low energy consuming out-of-the-box connectivity offer.

Sigfox network is being rolled out worldwide.

We are in search for a **Roll-Out Coordinator**.

The Roll-out Coordinator creates and assembles all documents necessary for the BNetzA process. (Bundesnetzagentur = Federal Network Agency)

## WIN/WIN RESPONSIBILITIES :

You will be responsible for executing all necessary actions around BaseStation Lease-contracts and BNetzA approval and will deliver and produce the required documents for activity.

Your topics will include:

- Handling site lease contracts and invoices
- Administration of all relevant topics regarding BNetzA-approvals
- Checking and updating all relevant drawings with regards to BNetzA approvals
- Create and analyze BNetzA performance reports
- Writing applications according to BEMFV §11, 2

Other Responsibilities:

- Management of administrative payment processes and approving of all lease invoices
- Lead the Invoices follow-up conference call with our French HQ Finance Department
- Point of contact for all issues related with Landlords/acquisition including contract administration
- Assistance of the Global Program Manager regarding all office administration functions like organizing and minuting of meetings, preparing Power-Point presentations, Excel-Reports, business letters, etc.
- Translation of technical documents in English / German language

## KEY SKILLS & MINDSET :

- Strong organizational and planning skills in a fast-paced environment
- Organized and structured working method
- Robust experience in working with Excel, Word, MS Outlook, Web-tools

- The position requires to be a team-player, having good communication skills, being clear and concise both oral and written
- Strong hands-on mentality
- Very good German & English language skills in word and written is a must, French language is an advantage
- 5 years of working experience in an equivalent field
- Must be able to work independently, handle multiple projects to completion in a fast-paced environment, and collaborate effectively at an advanced level

But more importantly, you need to have the **sigfox mindset**: Change player, Entrepreneur, Multi-cultural, Expert, Ambitious & humble.

*"Sigfox, as a learning organization and open minded on Diversity is ready to welcome Extra-ordinary people and adapt their workplace".*

## Details

City: Munich / Full time / Published 4.Dec 2019

For further questions and application please come back to our Roll-Out Manager, Folker Barthels, [folker.barthels@sigfox.com](mailto:folker.barthels@sigfox.com) or 089-2098 7801.