



# Office and Financial Services Recruitment Division

Secretarial, Administration and Accountancy for Telecoms

## Our focus

Is to help you to secure the best Secretarial and Administrative people with an understanding or prior experience of the Telecoms industry.

If you are a reseller, operator, vendor, systems integrator, end user or distributor looking for the best people ...we can help you.

## Office and Financial Services Staff

In our team we typically focus on providing skilled people covering sales support, office administration and billing systems.

We have successfully worked with

Goldmine, ACT, Sales CRM, Prospector, Word, Wordperfect, Adobe, Lotus, Excel, Spreadsheets, Quark, Publisher, Powerpoint, Sales Support, Marketing Support, PA's, Secretarial, Quicken, QuickBooks, Sage, Solar, Turbocash, Clear, TAS, SAP, Oracle, Peoplesoft, Oak Abillity, OneBill, Carrier CDR's, POP, SOP, GL, PL, SL, Management Accounting, Group Accounting, ACCA, CIMA, Shared Services SAAS.

## How do we begin?

Your first point of contact is the OSR Director. You can be assured of receiving a simple, honest and straight forward response to your needs.

We are a mature organisation, experienced in providing practical solutions that work, and we look forward to hearing from you!



Joanna Duffy  
Office Services Recruitment Director  
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0208 269 2222

Joanna has worked as a Management Accountant for corporate organisations in Ireland, UK, Scandinavia and the United States. She joined JMA Network in 2006, and is responsible for our database and billing management and the recruitment of secretarial and office support staff.



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Engineering:

Antenna Rigging  
Antenna Inspection  
Broadband Engineering  
Broadcast Engineering  
BTS/BSC Engineering  
Commissioning  
Installation  
Network Engineering  
Network Implementation  
Network Security  
Network Support  
NOC/NMC Support  
OSS/BSS Engineer  
PBX Installation  
PBX Support & Maintenance  
Pre-Sales Consulting  
Provisioning  
Radio Support Engineer  
RF/Microwave Engineering  
Software Development  
Switch Engineering  
UMTS Engineering  
Voice/Data Cabling  
Wireless Consulting

Planning & Design:

Business Analysis  
Capacity planning  
Cell Planning  
Contact Centre Design  
Data Analysis  
Deployment Design  
Engineering Design  
Network Planning  
Network Design  
Optimisation Planning  
OSS/BSS Design  
Process Analysis & Design  
RF/Microwave Planning  
Security Design  
Solutions Designer  
Software Design  
Technical Architecture  
Traffic & Capacity Analysis  
Transmission Design  
Transmission Planning

Management:

Business Transformation  
Capacity Management  
Carrier Relations  
Change Management  
Commercial Management  
Contracts Management  
Network Management  
NOC management  
Planning Management  
Process Management  
Project Management  
Programme Management  
Sales Management  
Service Management  
Switch Management  
Systems Architecture  
Technical Architecture  
Telecoms Management  
Test Management  
Vendor Management

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Capacity Management  
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Change Management  
Commercial Management  
Contracts Management  
Network Management  
NOC management  
Planning Management  
Process Management  
Project Management  
Sales Management  
Service Management  
Switch Management  
Systems Architecture  
Technical Architecture  
Telecoms Management  
Test Management  
Vendor Management

About jmanetWork:

Founded in 2003, JMA is the Telecoms Recruitment Consultancy, with a total focus on providing staff to the Telecoms vertical.

In July 2009 we made our 1000<sup>th</sup> placement into the sector, a milestone in our history.

Our UK operations are managed from London, and European operations from Spain.

We provide skilled people in Management, Sales, Marketing, Support, Engineering and Technical to all manner of businesses working with ICT.

If we can help you, please feel free to call us!

Non Technical:

Sales  
Revenue Assurance  
Account Management  
Bid Management  
Billing Analysis  
Business Development  
Channel Sales  
Customer Support  
Document Control  
Facilities Management  
Internal Sales  
Localisation  
New Business Sales  
Channel Sales  
Product Management  
Project Control

Testing:

Acceptance Testing  
Drive Testing  
Fibre Optics Testing  
Network Optimisation  
Network Testing  
OSS/BSS Testing  
Penetration Testing  
Research and Development  
Quality Assurance  
Software Testing  
Test Analysis  
Test Engineering  
Transmission Testing  
WV&T Engineering

Talking Telecoms Since 2003



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