



Collaboration Coordinator

Location: Parsippany, NJ

About TM Forum:

TM Forum is the global member association for digital business. We provide a platform for hundreds of global members across a wide range of industries – communications, technology, cities and municipal government, insurance, healthcare, and so on – to collaborate and partner to co-create, prototype, deliver, and monetize innovative digital services for their billions of customers.

Our vision is to drive the next wave of digital business growth – the digitization of every industry – by providing a common innovation platform to connect businesses, industries, and ecosystems. We do this in a highly practical and agile way through collaboration programs and communities which lead to rapid prototypes – ranging from digital business models to interconnectivity APIs – that have real world commercial applications. Complementing our collaboration programs, the Forum provides thought-provoking digital business research and publications, industry best practices and standards along with training programs to accelerate adoption, and events and workshops which connect top business & IT leaders to learn, network, and develop meaningful partnerships.

Position Summary

The Collaboration Coordinator position reports to the VP, Collaborative, R&D. This position is responsible for providing support to the Collaboration Program.

Specific Responsibilities

- Document Release Management which involves the management, maintenance, publication and packaging of all the TM Forum Collaboration Program Artefacts, on both the TM Forum web site and the underlying repository systems.
For this specific aspect of the role, candidates should be able to:
 - Understand and ensure defined processes are followed
 - Communicate well across Teams and Customer base.
 - A self-starter with the ability to quickly learn new tools and systems
 - Actively participate in continuous process improvement
- Administrative process of Change Requests, comments etc. into JIRA
- Management of the IPR/Patent information – Tracking what companies have submitted which IPR, doing a check periodically across the teams (via staff people) of new patents being submitted.
- Perform editorial review and assure documents are in the approved format for each step in the document lifecycle for TM Forum.

Skill Requirements

To succeed in this role, post holders are likely to have a proven track record in most of;

- College Degree in a business or technology related field and a minimum 5+ years related experience.

- Knowledge in information and/or communications industries in relation to business and operations related areas
- Extremely detail focused to both process and end material.
- Familiar with technical terminology and vocabulary would be helpful
- Excellent working knowledge of Microsoft Word, Confluence, JIRA, Adobe Acrobat, & Outlook, experience with Salesforce is a plus.
- Required self-starter, as many of the tools (or workarounds) are specific to the TMF
- Strong interpersonal, communication and organizational skills
- Ability to work with colleagues across multiple time zones and cultures

For immediate consideration, please email your resume to recruit@tmforum.org.
An Equal Opportunity Employer

TM Forum does not accept resumes from unauthorized agencies and search firms. Resumes submitted on this site by unauthorized third-parties will not be considered for posted positions and are not eligible for any compensation. All third-party agents and search firms must have an approved contract with TM Forum in order to submit resumes on behalf of candidates