



**Bandwidth IG, LLC ("BIG Fiber")**  
**Contract & Compliance Manager**

BIG Fiber builds and operates mission-critical fiber infrastructure that underpins the world's most innovative companies throughout Northern California the San Francisco Bay Area, Greater Atlanta and the Hillsboro area of Greater Portland, Oregon. We're a fast-growing, nimble company with the agility of a start-up and the vision to transform how critical network assets are delivered and managed.

**Position Description**

BIG Fiber is seeking a versatile, detail-oriented Contracts and Compliance Manager to serve as the support to our sole in-house attorney. This is a dynamic, high-impact role that blends contract support, regulatory compliance, claim management, insurance, permitting, and general operations. Looking for a fun and easy-going personality with the ability to build rapport quickly and work well across teams.

**Responsibilities**

**Contract & Legal Support**

- Review and coordinate execution of commercial agreements, including Master Services Agreements (MSAs), NDAs, amendments, Fiber Orders, and vendor contracts.
- Maintain contract management systems, track obligations, and monitor key dates.
- Conduct legal research and summarize findings.
- Coordinate document execution and ensure proper record-keeping and data integrity.

**Regulatory Compliance & CPCN Filings**

- Prepare and file required monthly, quarterly and annual reports and documents with the public utilities commission related to the Company's CPCN licenses.
- Coordinate with internal stakeholders, outside counsel, and regulatory agencies to ensure filings are accurate, timely, and complete.
- Track deadlines, maintain regulatory calendars, and ensure compliance with reporting requirements.
- Monitor changes in state and local regulations affecting telecom operations and advise on necessary adjustments.

**Risk Management, Insurance & Claim Handling**

- Administer corporate insurance programs.
- Maintain insurance certificates, ensuring compliance with contractual requirements.
- Assist in claims management and coordinate with brokers and carriers, draft tender letters to contractors for indemnity, manage responses to complaining parties.

**Permitting & Licensing**

- Coordinate and support documentation requests for the operations team to obtain permits, licenses, and bonds required for network construction and operations.
- Liaise with municipal and state agencies to ensure timely submission and renewal.
- Maintain accurate permit/license records and proactively flag upcoming expirations.

**Operational & Departmental Support**

- Develop and maintain legal templates, playbooks, and process documentation.
- Help manage the legal department calendar, priorities, and project pipeline.
- Serve as the point of contact for cross-departmental legal and compliance inquiries.
- Provide administrative support for the General Counsel and broader senior leadership team.

**Experience Required**

- 3+ years of experience as a paralegal, legal assistant, or contracts administrator
- Working knowledge of contract law and commercial deals.
- Strong organizational skills and meticulous attention to detail.
- Ability to manage multiple priorities in a high-volume, deadline-driven environment.
- Proficiency in Microsoft Office and contract/document management systems.

**Experience Preferred**

- Experience in telecom, utilities, construction, or other regulated infrastructure industries.
- Paralegal certification or other legal operations experience.
- Familiarity with CPCN filings and the public utility regulatory landscape.
- Understanding of insurance program administration and permitting workflows.
- Notary Public commission (or willingness to obtain).
- Approachable, upbeat, and adaptable – someone who can keep things light while always focusing on getting things done.

**Key Competencies**

- Business-minded problem solver: Understands how legal, operational, and compliance functions intersect.
- Proactive and resourceful: Anticipates needs and addresses them without being asked.
- Clear communicator: Can translate complex legal and regulatory matters into plain language.
- High integrity: Maintains confidentiality and exercises sound judgment.

**Benefits**

- Competitive compensation
- Excellent benefits including health, dental, vision, 401 (k), disability and life insurance
- Paid time off
- Being part of an agile organization where your voice matters
- Retirement 401(k) Savings Plan

**Work Hours:** Company hours meet our customers' needs. This is an exempt position, so the hours of work will be dependent on the work that needs to be addressed to accomplish the work ascribed to this position.

**Travel:** Travel up to 10-20% of the time

**Salary:** \$95,000 - \$107,000 base annually, depending on experience. Exact compensation will be determined based on experience, skills, and qualifications. This position is eligible for bonuses and benefits in addition to base salary.

**Disclaimer:** Please note - this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Bandwidth IG provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, provincial or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.