

PERMANENT FULL-TIME EMPLOYMENT OPPORTUNITY BROADBAND INVENTORY & LOGISTICS ANALYST

Competition #: BILA-07072022



The Municipality of Pictou County (MOPC) is helping to bridge the digital divide for citizens and businesses throughout Rural Pictou County Nova Scotia by investing in and deploying network and internet infrastructure in underserved areas of the County. Network infrastructure will include both wireless and fibre optic technologies and is based on state-of-the-art hardware, virtualized network functions and network automation technology that will allow for "tenants" or 3rd party internet service providers (ISPs) to offer their unique services to residential and business customers in underserved areas of Rural Pictou County.

MOPC is seeking to fill a new permanent full-time position within the Department of Innovation and Transformation for the position of **Broadband Inventory & Logistics Analyst**. Reporting to the Chief Administrative Officer or his/her designate, this position will lead day-to-day inventory and asset management functions and will provide administrative assistance for the day-to-day operations of the Rural Broadband network infrastructure.

Salary will be based on credentials, proven knowledge, education and experience. **The successful applicant will be required to undertake criminal record and background checks.** This position is subject to a 6-month probationary period. Regular hours are Monday to Friday 8:30AM to 4:30PM, overtime and afterhours support may be required from time to time.

Roles and Responsibilities:

- Receive and document assets in a centralized inventory management system validating purchasing documents match descriptions and quantities ordered and received
- Prepare customer premise 'kits' supporting fibre to the home and wireless customer facing hardware and related technologies
- Advise operations team on inventory status, frequently used assets and recommend inventory replenishment
- Support operations team with administrative tasks such as managing subscription paperwork, order management, customer engagement and customer satisfaction
- Liaise with partners, third party internet service providers, suppliers, contractors and provide administrative support where needed

Education and Credentials Required:

- The successful individual must have some technical aptitude to recognize a broad range of technologies such as wireless, fibre optic and general information technology terminology
- An administrative background is required with demonstrated organization skills
- An understanding of an order requisition, receiving process and coordination of assets
- Experience with accounting systems and inventory control systems would be considered an asset
- Must have a valid driver's license and a reliable vehicle

Closing Date & Applications:

- Applicants are invited to submit their resume with cover letter in confidence to the undersigned **no later than 4PM on July 28th, 2022**
- Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.
- The Municipality of Pictou County is an equal opportunity employer. Only those selected for an interview will be contacted. **When applying for this position please quote competition#: BILA-07072022.**

Municipality of Pictou County
ATTN: Broadband Inventory & Logistics Analyst Applications
46 Municipal Drive, P.O. Box 910
Pictou, Nova Scotia B0K 1H0
Email: employment@ruralmopc.net, Confidential Fax: (902) 755-2501

The Municipality of Pictou County values diversity and inclusiveness, and encourages applications from all qualified candidates including indigenous, visible minorities, and women. On behalf of the Municipality of Pictou County, we thank all those who apply; however, only those selected for an interview will be contacted.