



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/10/06

## Facilities Analyst

<b>Job ID</b>	<b>18-03-9D-49-87-E0</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=18-03-9D-49-87-E0">https://careers.indigenous.link/viewjob?jobname=18-03-9D-49-87-E0</a>	
<b>Company</b>	Northwestel Inc.	
<b>Location</b>	Yellowknife, Northwest Territories	
<b>Date Posted</b>	From: 2024-09-24	To: 2024-10-24
<b>Job</b>	Type: Full-time	Category: Telecommunications
<b>Languages</b>	English	

### Description

The Facilities Analyst supports various technical and administrative tasks, including analyzing cutover sheets, assisting with cable locates, updating records and maps, and coordinating maintenance programs. They provide technical support, manage addressing for provisioning, document business processes, and liaise with engineering teams. Additionally, they ensure the quality of customer experience, maintain fiber records, participate in safety programs, and complete administrative tasks promptly.

\* Participate fully in our organizational health and safety programs, adhering to all safe work practices and procedures and staying focused on continuous improvement. In addition, ensuring all Accident Prevention Program (APP's) training, all Code of Business Conduct (CoBC) training, and all other Occupational Health and Safety (OHS) training are completed on time.

\* Timely completion of all administrative tasks including, but not limited to time reporting, expense reporting and submission of corporate card statements.

\* Analyses Cutover sheets, assists Cable Splicer and updates Records in Optius, as required.

\* Updates maps via BisCad.

\* Provides information and assists with Cable Locates, High Loads and Airline Mileage.

\* Coordinates Defective Cable Maintenance Program and updates Records in Optius with results.

\* Completes Pre-Fields for Sales.

\* Provides Technical Support for Internal/External Customer

\* Builds and Manages Addressing, in Odin/Optius, for Flow Through Provisioning

\* Identifies and Documents Business Processes, as required.

\* Liaises closely with Engineering and Assignment.

\* Contribute individually, or as part of a team to increasing focus on quality of experience for Northwestel's internal and external Customers.

\* Update and Maintain fiber records as provided.

\* Participate in our organizational health and safety programs, adhering to all safe work procedures focused on continuous improvement, as well as ensuring all safety training is kept current.

\* Timely completion of all administrative tasks including, but not limited to time reporting, expense reporting and submission of corporate card statements.

### Experience

\* Minimum two years' experience in telecommunications with knowledge in cable, copper, and fibre plant infrastructure.

\* Project coordination skills and be proficient at record management.

\* Aptitude for investigative, analytical work.

\* Working knowledge of telecommunication networks.

\* Excellent verbal and written communication skills.

\* Strong interpersonal skills.

\* Strong organizational skills

\* Ability to work with strict deadlines in a fast-paced work environment.

\* Strong computer skills in a Windows environment is an asset.

\* As part of the recruitment process for this position, candidates may be required to take pre-employment tests and/or complete work simulation exercise to assess job fit

### How to Apply

Click "Apply Now"