



For the third consecutive year, EastLink has secured the designation as one of Canada's **50 Best Managed Companies**. EastLink first won the "Canada's 50 Best Managed Companies" designation in 2006. EastLink is committed to providing our employees with career opportunities in an environment that promotes individual growth and career satisfaction. EastLink is an Atlantic Canadian owned and operated company delivering world-class telecommunication and entertainment services to residential, business and public sector customers throughout Canada.

We are presently seeking a **Contracts Analyst** to work with our Regulatory Department in **Halifax, Nova Scotia**.

The successful candidate will be a self-starter, and will work independently and in a team environment on a broad range of contract issues for the company. The role will require interaction with various departments to determine departmental requirements, in addition to the review, drafting, negotiation and administration of commercial contracts.

Responsibilities include but are not limited to:

- Communicate with applicable departments in relation to business and contract requirements
- Review/analyze agreements and communicate relevant issues within the company
- Negotiate, draft and revise contracts that correctly balance risk for company
- Analyze corporate, regulatory, privacy and other issues impacting agreements
- Assist and evaluate the impact of industry proceedings on the business
- File agreements with regulator and other bodies, where required
- Manage documents and coordinate with relevant departments
- Maintain contracts database
- Research and collect information required to determine appropriate issue resolution
- Preparation of contracts, perform inventories and account for existing contracts, including contract deadlines
- Ensure proper communication relevant information to necessary staff or departments

Qualifications:

- Bachelor's Degree in Law or equivalent with 3-5 years of relevant experience in a similar position is required
- Demonstrated experience interpreting legislation and analytical and drafting skills is required
- Strong background negotiating and drafting commercial contracts is required
- Knowledge of communications industry an asset
- Exceptional communication skills, organizational abilities and proven attention to detail
- Demonstrated ability to work independently and within a team
- Strong client relations skills required
- Demonstrated strong work ethic and sense of responsibility
- Proven time management skills and ability to meet deadlines
- Excellent computer skills required

Employees of the EastLink Group are highly motivated, results-driven individuals who enjoy challenges and are committed to continuous learning. If this description fits, then EastLink holds exciting opportunities for you.

We offer a competitive compensation package and the opportunity to join a growing and winning team. Please send your resume with a covering letter demonstrating how your skills and experience match the listed qualifications and responsibilities to:

EastLink
Human Resources
Re: Contracts Analyst *{Please specify position title in subject line}*

[Apply for this position](#)

Closing Date: **June 1, 2009**

Please visit our careers section at www.eastlink.ca to apply!