

APPLICANTS: Send your Cover Letter and Resume to newjob@aldensys.com
or mail to 10 Inverness Center Parkway, Ste 500 Birmingham, AL 35242

JOB TITLE: Central Office Inventory Technician

JOB LOCATION: Nationwide (Full-Time Travel)

JOB DESCRIPTION

An Inventory Technician conducts hardwire equipment and plug in inventories utilizing Alden Data Collector™ software and equipment as directed by a project manager.

Technicians will work in facilities operated by, but not limited to, the following telecommunications providers: ATT, CenturyLink, Qwest, Verizon, Frontier and Cincinnati Bell.

Duties of the position would include:

- Maintain a working knowledge of current Alden software and data collection tools.
- Utilize current Alden software and standard work processes to conduct equipment inventories at client premises. Inventoried items will include hardwire, plugs and/or spare components as specified by the contract with the client.
- Create and maintain a frame log prior to initiation of scanning equipment at any inventory site.
- Maintain inventory scan file integrity to insure both accuracy and completeness.
- Review all scan files at the completion of the inventory both visually and through the use of Alden data quality tools to insure accuracy and completeness.
- Upon completion of such inventories, or intermittently, as specified, transfer inventory data to the designated recipient in the format required which in most all instances will be through a web-based electronic transfer.
- Upon completion of such inventories, or intermittently, as specified, provide any other report data or documentation as specified either by the client or Alden in a timely fashion.
- While engaged in inventory or related activity on the client premise observe and act in accordance with all Alden and client safety and operational requirements, including requirements for static discharge control and any related standards constructed to avoid any service outage while conducting the inventory.
- Complete all job and safety related training, required by the client or Alden, in the time frames specified, including all related documentation.
- Make contacts with local client personnel in advance of all scheduled inventories to insure site preparedness and clarification of all identification and access requirements.
- Maintain close contact with the assigned project manager and report any unusual occurrences or equipment issues in a timely manner and cooperate as needed to resolve such issues.
- Perform other duties as assigned.



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JOB REQUIREMENTS

- At least eight years of Telecom Central Office, Engineering or Warehouse experience, including an understanding of telecom equipment naming conventions.
- A general working knowledge of all telecom equipment types, including but not limited to: switches (1A, 4E, 5E, DMS10, DMS100, DMS500), transport equipment and mobility equipment.
- Must have basic computer skills and a working knowledge of Microsoft Windows, Outlook, Excel and Word.
- Must be a self-starter, accepting of responsibility and willing to work independently.
- Must possess good people skills and the ability to coordinate with a broad spectrum of client personnel.
- Must be willing to travel at least 75 percent of the year, including periods of 3 to 8 weeks.
- Must be willing to work flexible work schedules.
- Must be willing to work in all weather conditions.
- Must have reliable transportation for regional travel.
- Must have excellent oral and written communications skills.
- Must be willing to multitask, able to adapt to changing environments and willing to learn.
- Must possess good organizational and analytical skills.
- Must be able to pass a background check and drug screening.

EDUCATION REQUIREMENTS

College education preferred but heavy emphasis is placed on prior work experience, attitude and willingness to learn.

ABOUT ALDEN

Alden Systems, Inc. is a leading provider of Joint Use and Central Office inventory and Inspection services. Founded in 1995, Alden has performed inventories in 49 of 50 states, including Alaska. Alden strives to deliver bottom-line results by partnering with clients to create innovative solutions that blend technology with extensive practical experience. Alden writes and utilizes its proprietary software to perform client inventories and inspections. Annually, Alden audits over \$1 Billion in central office assets. In conjunction with these annual audits, Alden has recovered more than \$20 Million in reusable assets for our clients. For more info about Alden, visit www.aldensys.com.



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