



Asset Coordinator

About Us

East Hants is a vibrant and fast-growing community with a unique offering of urban and rural living, bordering the Halifax Regional Municipality. East Hants is home to one of the youngest and fastest growing populations in Atlantic Canada, and the second-highest population growth in Nova Scotia in 2021, behind the Halifax Regional Municipality. The main Municipal office is located at the Lloyd E. Matheson Centre in **Elmsdale, NS**.

With the **Municipality of East Hants**, you can have a rewarding career, work in an innovative environment with a focus on continuous improvement, and enjoy a flexible culture with work-life balance.

The Opportunity

Under the direction of the Manager, Real Estate and Corporate Projects, the **Asset Coordinator** is responsible for coordinating and supporting the East Hants Corporate Asset Management Program. The **Asset Coordinator** will participate in the development and implementation of processes, tools and technologies, support departments in the collection and tracking of asset data, coordinate asset condition assessments, implement lifecycle analysis, and coordinate the ongoing management of the program.

About You

You have a talent for working with large datasets, including collection, tracking, and statistical and spatial analysis. You are comfortable working with people in different fields and specialties, and enjoy helping support their goals and objectives through providing fact-based analysis, tools, and innovative solutions.

You have demonstrated experience in using asset management theories and practices, and an understanding of municipal infrastructure. You are able to build trust and strong working relationships with your internal and external contacts, and can manage a project within established timelines and budget.

You have a Bachelor's Degree in Business, Engineering, Geographic Information Systems, Finance or a related field, and several years of experience that relates to data analysis and asset management. If you have or are working towards your Certificate or Diploma in Asset Management, that would be a plus!

Many careers do have an aspect of asset management activities, so if you have related education or experience and would like to start focusing your asset management experience into a specialty, we'd love to hear from you as well!

For a complete job description and information on how to apply, please visit easthants.ca/employment.

Deadline: March 3, 2023

Salary Range: \$69,513-\$86,892/ annum

If you require an accommodation to assist in the application process, please contact Human Resources at jobs@easthants.ca or (902) 883-6203.