



Supply Chain Specialist
Eastlink

Designated office:

6080 Young St
Halifax NS B3K 5L2

Eastlink is a family owned, entrepreneurial and innovative company headquartered in Halifax, Nova Scotia. We take great pride in being a leader in delivering creative competitive, customer focused telecommunications solutions, and connecting our customers to the things and people that matter most. Serving a customer base across seven provinces, our advanced solutions include Internet, Mobile, TV, Telephone, Security and Automation, Data Communications, and exclusive locally produced programming on Eastlink Community TV.

We embrace diversity, inclusion, equity, and accessibility throughout all levels of the organization and encourage members of equity groups to self-identify during the application process.

Our Supply Chain and Purchasing teams ensure the cost effective and efficient management of purchasing of materials, services, and inventory for all Canadian operational areas of Bragg Communications Inc. (BCI) and to ensure all materials/supplies and services required are delivered to specifications, quality, quantity, and schedule, at the most cost-effective price, while ensuring business practices are compliant with laws, regulations, company policy, philosophy, and values. The Supply Chain Specialist role is key to supporting inventory availability and optimization.

Responsibilities:

- Ensure accuracy and efficiency in purchase requisitions by reviewing product descriptions, sourcing and delivery requirements, pricing, and contract compliance.
- Procure materials and services through supplier sourcing, quotation requests, and competitive bidding to ensure cost-effectiveness.
- Maintain accurate inventory records and reporting to support strategic decision-making.
- Monitor and manage distressed inventory to minimize waste and financial impact.
- Optimize inventory investment and maintain high fill rates by forecasting product demand, managing supplier lead times, and maintaining appropriate stock levels.
- Analyze inventory and procurement data to recommend process improvements and enhance supply chain efficiency.
- Manage supplier delivery performance by monitoring forecasts, initiating replenishment, and expediting as needed.
- Identify and resolve inventory discrepancies, shortages, and surplus issues promptly.
- Administer and optimize supply chain tools and systems, including user portals, catalogues, procurement card programs, and other applications.
- Manage corporate shared service contracts and programs, ensuring policy compliance and effective contract administration.

Requirements:

- Bachelor's degree in Supply Chain Management, Business Administration, or a related field.
- 3–5 years of experience in procurement, inventory management, or supply chain operations.
- Strong analytical skills with experience in data-driven decision-making.
- Proficiency in supply chain systems and tools (e.g., ERP, procurement platforms).
- Advanced knowledge of Microsoft Excel
- Excellent communication and collaboration skills.
- Knowledge of contract management and compliance practices.
- Experience with procurement card programs and shared service models is an asset.

Why Choose Eastlink?

Eastlink operates in a culture of continuous improvement through listening, learning, and adapting, which enables us to respond quickly to the evolving needs of both employees and customers. We recognize that our truly greatest competitive edge is our people and that delivering a great customer experience begins with a great employee experience. Our philosophy of developing and training our team “on the ground” not only helps to create a strong onboarding experience but also readies employees for future growth opportunities within the organization.

Get your career started with us and stay with us, your journey begins here!

Ready to take the next step? Apply now on our Eastlink Careers site: [Supply Chain Specialist | Dayforce Jobs](#)