Our growing company is searching for experienced candidates for the position of telecommunications analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for telecommunications analyst

- Work independently on routine, continuing assignments
- Provides approximately 10 Program Designator Code (PDC) clarification reports on a monthly basis
- Receives approximately 100 phone calls per month, and approximately 102 emails per month
- Develops reviews, analyzes, and updates all rate schedule tables for the Joint Hawaii Information Transfer System (JHITS) Program Management Office (PMO) and the Military Departments (MILDEPS)
- Creates Switch Voice Service (SVS) queries for all new monthly actions
- Creates Trunk queries for all new Trunking monthly actions
- Creates all new miscellaneous queries for all new monthly actions
- Creates Ship line queries for all new monthly service actions
- Calculates and Inputs all Non-Recurring Charges (NRC) Price/Cost for all billable Contract line item numbers (CLINs)
- Calculates and inputs all Monthly Recurring Charges (MRC) Price/Cost for all billable Contract Line Item Numbers (CLINs)

Qualifications for telecommunications analyst

- Knowledge of regulatory environment for Japan
- Candidates must be U.S. citizens and possess and maintain a Secret

- Inputs and validates all Program Designator Code (PDC) clarification report into the summary Customer Service Agent (CSA) and inputs the appropriate corresponding date from each
- Responsible for monitoring, requisitioning, management and implementation of the installation telephone/data systems usage control program and certification program
- Creates and submits Move/Add/Change/De-install/Deactivate/Reactivate/Swap (MACDDRS) Service Requests utilizing the Government closed system (Communication Management Information Tool (COMIT)) for Telephone/Circuit/Switch Voice Service/ Dedicated Transmission Services and other services for Joint Hawaii Information Transfer System (JHITS) Telephone Directory, Joint Hawaii Information Transfer System (JHITS) Service Agent (JSA) Terminals, Printers and Training
- Escort customers for Lead Military Department (LMD) & Joint Hawaii Information Transfer System (JHITS) as directed