



JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

BUYER

(Permanent - Full Time Position)

Under the supervision of the Assistant Director Procurement in the Administration Department, the buyer has responsibility for, without being limited to, the following duties:

- Execute purchases on a daily basis as per requests received from the different services;
- Issue purchase orders to suppliers and transmit information to internal clients;
- Follow up on purchase orders, confirm expected receiving date and transmit information to clients;
- Proceed in the preparation of tenders, public or by invitation;
- Seek for best cost-efficiency for all goods and services purchased at KRG and produce quotation analysis;
- Search for different suppliers for KRG projects and needs and maintain a sufficient supplier database;
- Negotiate with suppliers for the best price and delivery of the required materials in the correct quantity and quality.
- Maintain and develop strong working relationships with suppliers and develop systems to monitor and report on their performance, and corrective actions are managed in a timely manner.
- Participate in the logistic of all operations related to sealift orders;
- Submit bi-annual air-cargo shipping reports;
- Participate in the revision and implementation of procurement policy and procedures;
- Establish and maintain professional relationships with suppliers;
- Work in close relationship with all KRG' Departments;
- Carry out any related tasks as requested.

The selected candidate must:

- Possess a college degree in administration or vocational diploma in procurement or administration (equivalent relevant work experience and education will be considered);
- Have a minimum of 3 years of experience in procurement (purchasing, inventory control, etc);
- Knowledge of purchasing, supply management and contracts concepts, procurement practices and procedures;
- Excellent interpersonal and communication skills;
- Have a positive attitude and a strong customer service focus;
- Proficient with Microsoft Office products (Word, Excel) and procurement systems and database. Knowledge of ACCPAC is a definite asset;
- Capacity of establishing priorities and be solution oriented;
- Be detailed-oriented, structured and able to work under pressure during peak periods;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French

Place of work: Kuujuaq
Salary: Min. \$38 202 / year, Max. \$64 306 / year (E-7)
Benefits*: Cost of living differential: Minimum of \$8 500/year
Food allowance: Minimum of \$3 707/year
Annual leave trips: maximum of 3 per person annually
Simplified Pension Plan: 6% employer, 4% employee
Group Insurance
Vacation: 20 days
Statutory Holidays: 19 days including 10 during Christmas holidays

Please send your resume in English before 5:00 p.m., January 29, 2021 to:

Human Resources
Kativik Regional Government
P.O. Box 9
Kuujuaq, Québec J0M 1C0
Fax: (819) 964-2975
Email: humanresources@krq.ca

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates. Only candidates selected for an interview will be contacted.