



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. \$44,712 / year, Max. \$75,266 / year (Class 7)
Benefits*: Cost of living differential: Minimum of \$8,500/year
Food allowance: Minimum of \$3,903/year
Annual leave trips: maximum of 3 per person annually
Simplified Pension Plan: 6% employer, 4% employee
Group Insurance
Vacation: 20 days
Statutory Holidays: 20 days including 10 during Christmas holidays

Please send your resume in English to:

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

