



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)

The Buyer is responsible for executing procurement activities and ensuring compliance with KRG procurement policies and budget constraints. The Buyer facilitates daily purchasing operations, collaborates with KRG departments, and creates and maintains strong relationships with external stakeholders.

Duties

- Execute daily purchases based on requests received from KRG departments, ensuring timely fulfillment of needs while adhering to KRG procurement policies and budget constraints.
- Issue purchase orders to suppliers, ensuring accuracy and clarity in all communications, and proactively transmit relevant information to internal stakeholders to keep them informed about order status.
- Follow up on purchase orders, confirm expected receiving dates, and relay updates to clients, ensuring transparency and addressing any potential delays promptly.
- Team with Senior Buyers in the preparation of tenders, whether public or by invitation, ensuring close collaboration with KRG departments to meet all organizational and regulatory documentation requirements.
- Seek best quality and cost-efficiency for all goods and services purchased by the KRG, conduct comprehensive quotation analyses, and present findings to stakeholders to support informed decision-making.
- Research and identify various suppliers for KRG projects, maintaining a comprehensive supplier database to ensure a reliable network of vendors that can meet diverse procurement needs.
- Negotiate with suppliers to secure the best pricing, terms, and delivery conditions for required materials, ensuring that selected suppliers have the necessary capabilities to meet required dates, quantities, and engineering/QA specifications while fostering positive relationships for long-term collaboration.
- Participate in logistics operations related to sealift orders, coordinating schedules and shipments to ensure timely and efficient delivery of goods.
- Compile and submit bi-annual air cargo and sealift shipping reports, analyzing shipping performance and providing insights to improve future operations and cost efficiencies.
- Establish and maintain professional relationships with suppliers, leveraging effective communication to resolve issues and ensure mutual understanding of expectations.
- Work closely with all KRG departments to align procurement activities with organizational objectives, actively participating in cross-departmental meetings to identify and address procurement needs.
- Carry out any related tasks as requested.

Requirements:

- College degree in Administration, Procurement, or Supply Chain Management, or a vocational diploma in a related field, equivalent relevant work experience will also be considered.
- A minimum of 5 years of experience in procurement, encompassing purchasing, inventory management, and supplier relations.
- Comprehensive understanding of purchasing, supply chain management, and contract principles, along with procurement practices and regulatory compliance.
- Exceptional interpersonal and communication skills, enabling effective collaboration with suppliers and internal stakeholders.
- Proficiency with procurement software systems and Microsoft Office tools; knowledge of ACCPAC and ERP systems.
- A proactive and positive attitude with a strong commitment to customer service excellence.
- Ability to prioritize tasks effectively and maintain a solution-oriented mindset in a fast-paced environment.
- Detail-oriented and organized, with the capacity to manage multiple responsibilities under pressure.
- Proficient in written and spoken communication in at least two (2) of the following languages: Inuktitut, English, and French.



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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

Place of work: Kuujuaq
Salary: Min. \$52,481 / year, Max. \$89,256 / year (Class 8)
Benefits: Cost of living differential: Minimum of \$8,500/year
Food allowance: Minimum of \$4,216/year
Annual leave trips: maximum of 3 per person annually
Simplified Pension Plan: 6,25% 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@krq.ca