



## 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:

### COORDINATOR, LOGISTICS AND ASSET MANAGEMENT

Under the supervision of the Assistant Director Procurement, the Coordinator, Logistics and Asset Management is responsible to coordinate all activities and functions related to the KRG operations. Specific duties shall include, but not be limited to:

- Plan, coordinate, and supervise all operations such as inventory control, mail and cargo handling, asset management, custodial requirements and fleet of light vehicle management.
- Supervise employees and identify priorities, schedules work plans, delegate work orders and follow-up on the delivery of services;
- Ensure total compliance of operations with safety standards and management best practices;
- Ensure the proper and timely completion of operational work order requests and the management of inventory levels;
- Assist with the annual budget processes related to operational type expenses;
- Maintain and update record keeping system for the inventory of KRG assets;
- Maintain inventory for operational, supply and stationary and custodial type inventories;
- Identify opportunities of improvement, formulate best practices and implement changes in work place for better efficiency and quality in compliance with the KRG's process and procedures;
- Work closely with the shipping and receiving staff in order to manage documentation associated with the shipping and receiving process, producing reports on a daily, weekly and monthly basis;
- Work in collaboration with other departments to achieve common tasks;
- Any other related tasks required.

### QUALIFICATIONS:

- Minimum Secondary 5 diploma; additional education will be considered an asset;
- Minimum of 5 years of related experience in an operational type environment including employee supervision;
- Demonstrated knowledge of warehouse inventory control methods, work order management best practices and procedures required;
- Proven experience in team leadership with attention to quality of service provided;
- Proven ability to delegate;
- Excellent interpersonal and communication skills;
- Working knowledge of Microsoft Office (Word, Excel). Knowledge of Guide TI will be considered an asset;
- Must have a valid driver's license;
- Must be willing to travel frequently in the 14 communities in Nunavik;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

**Place of work:** Kuujjuaq

**Salary:** Min \$70 144 - Max \$96 449 annually.

**Benefits:** Cost-of-living differential: minimum \$8 5 00 annually.

Food allowance: minimum \$3 707 annually.

Annual leave trips: maximum of 3 per person annually;

Simplified Pension Plan;

Group insurance;

Vacation: 30 days annually;

Statutory holidays: 19 days including 10 during the Christmas period.

Please send your resume before 5:00pm on December 10, 2021 to:

**Human Resources**

**Kativik Regional Government**

**P.O. Box 9**

**Kuujjuaq QC J0M 1C0**

**Fax: 819-964-2975**

**Email: [humanresources@krg.ca](mailto:humanresources@krg.ca)**