



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, OPERATIONS (Permanent, Full Time)

Under the supervision of the Director of the Administration Department, the Coordinator, Operations 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 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 the Department Director in the annual budget processes related to operational type expenses;
- Maintain and update record keeping system for the inventory of KRG assets;
- Maintain inventory for building and vehicle maintenance, 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 Assistant Director of Procurement in order to manage documentation associated with the shipping and receiving process, producing reports on a daily, weekly and monthly basis;
- Work closely with the Building Maintenance Section on light maintenance type tasks;
- 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, 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: Based on the management salary scale

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;

Group benefits including Simplified Pension Plan;

Vacation: 30 days annually;

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

Please send your résumé to:

Human Resources

Kativik Regional Government

P.O. Box 9

Kuujjuaq QC J0M 1C0

Fax: 819-964-2975

Email: humanresources@krg.ca