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

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, ASSET MANAGEMENT
(Term with Possibility of Permanency, Full Time)

Under the supervision of the Assistant Director, Supply Chain & Logistics in the Administration Department, the position of Coordinator, Asset Management is vital for enhancing operational efficiency, improving service delivery, and ensuring the KRG gets the most value from its assets. Specific duties shall include, but are not limited to:

- Oversee all aspects of asset management, including acquisition, tracking, and disposal of KRG assets, ensuring efficient lifecycle management
- In collaboration with the KRG Legal department, ensure up to date and accurate reporting of assets for insurance and vehicle registration purposes.
- Document and track all KRG fixed assets, conducting regular audits and updates to ensure accuracy and compliance.
- Research and implement new technologies, such as asset tracking software or automated reporting tools, to enhance asset management.
- Draft and update asset management policies and procedures to align with KRG's strategic goals and regulations.
- Generate financial reports on asset value, depreciation, and lifecycle costs to support long-term financial planning.
- Support the Assistant Director, Supply Chain & Logistics, with preparing and managing the annual budget for operational expenses related to asset management.
- Support the Assistant Director, Supply Chain & Logistics with facilitating the landlord and employee/tenant relationships ensuring that facilities are managed as per lease agreements in place, including accurate reporting of household and office type furniture's.
- Participate in continuous improvement projects to optimize asset management processes and reduce costs.
- Communicate regularly with internal stakeholders to assess asset needs and ensure effective resource allocation.
- Support internal and external audits by maintaining accurate documentation and ensuring transparency.
- Any other related tasks required.

QUALIFICATIONS:

- Completion of a post-secondary program in Asset Management, Engineering Technology, or an equivalent field. Equivalent work experience and education will be considered;
- Minimum of 5 years of related experience in an operational type of environment
- 2-4 years of experience in asset management, inventory control, or a related field (preferably within government, public sector, or a large organization).
- Strong proficiency in Microsoft Office (Word, Excel) combined with experience in asset tracking software and ERP systems.
- Knowledge of sustainability practices in asset management or experience with environmentally friendly disposal practices.
- Experience in risk management related to asset security and insurance claims.
- The ability to build and maintain positive relationships with diverse internal and external stakeholders.
- Excellent interpersonal and communication skills.
- Must have a valid driver's license.
- Ability to travel 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. $95,970 – Max. $131,712 yearly (E94)
Other benefits:	Cost of living differential: Minimum of $8 500/year; Food allowance: Minimum of $3 903 yearly; Annual leave trips: Maximum of 3 per person yearly; RRSP; Group Insurance; Vacation: 30 days/year; Statutory Holidays: 20 days including 10 during Christmas holidays

Please send your resume in English and French to:

Human Resources Department
Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
FAX: (819) 964-2975
E-mail: humanresources@krg.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.