



## 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 – Operational Services

Under the supervision of the Assistant Director of the Municipal Public Works Department, the Coordinator – Operational Services is responsible for coordinating all activities and functions related to the KRG warehouse. Specific duties shall include, but not be limited to:

- Plan, coordinate, and supervise the various operations of the warehouse such as inventory control, cargo handling, shipping, receiving and the maintenance of the light vehicle fleet.
- Supervise employees and identify priorities, schedules work plans, delegate work orders and follow-up on the delivery of services;
- Coaching and training on proper methods for the delivery of materials and furniture and of yard work around buildings,
- Ensure compliance of health and safety rules and regulations with operations staff;
- Ensure the proper and timely completion of operational work order requests;
- Ensure that appropriate levels of maintenance stock as to optimize the completion on maintenance and operations work;
- Assist with the annual budget processes related to operational type expenses;
- Identify opportunities of improvement, formulate best practices, and implement changes in the workplace for better efficiency and quality;
- Manage documentation and prepare reports in regard to the warehouse operations;
- Work in collaboration with other departments to achieve common tasks;
- Any other related tasks required.

### QUALIFICATIONS:

- Minimum CECEP level studies in a logistics and operational courses;
- Minimum of 5 years of related experience in an operational type of 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;
- Excellent interpersonal and communication skills;
- Working knowledge of Microsoft Office (Word, Excel). Knowledge of Sage software will be considered an asset;
- Must have a valid driver's license;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

**Place of work:** Kuujuaq  
**Salary:** Min \$87,451 - Max \$120,246 annually.  
**Benefits:** Cost-of-living differential: minimum \$8,500 annually.  
Food allowance: minimum \$3,903 annually.  
Annual leave trips: maximum of 3 per person annually.  
Pension Plan: RRSP  
Group Insurance.  
Vacation: 30 days annually.  
Statutory holidays: 20 days including 10 during Christmas holidays.

**Please submit your résumé in English to:**

**Human Resources**  
**Kativik Regional Government**  
**P.O. Box 9**  
**Kuujuaq QC J0M 1C0**  
**Fax: 819-964-2975**  
**Email: [humanresources@krg.ca](mailto: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.**