



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:

SENIOR BUYER

(Permanent - Full Time Position)

The Senior Buyer is responsible for overseeing procurement activities and ensuring compliance with governmental regulations and organizational objectives. This role involves engaging with various KRG departments, negotiating with suppliers, and managing logistics for procurement operations. Specific duties shall include, but are not limited to:

Duties

- Collaborate with KRG departments to assess project requirements, develop procurement strategies, and prepare tenders (Public & By Invitation) that meet organizational needs while ensuring compliance with governmental procurement regulations and policies.
- Engage with various KRG project managers during the project planning phase to align procurement timelines and strategies with organizational objectives and provide strategic input on cost-saving measures and alternative procurement solutions.
- Secure the best pricing, terms, and delivery conditions for materials and services, ensuring that quality and quantity align with project requirements while adhering to ethical procurement practices.
- Cultivate and maintain strong, long-term relationships with suppliers to foster collaboration.
- Implement systems to track and evaluate supplier performance against key metrics; proactively address issues and ensure timely corrective actions are taken, providing regular feedback to enhance service quality.
- Plan and initiate all logistics for operations related to sealift orders, including tendering processes, scheduling, consolidating shipments, and tracking orders and managing timelines to ensure the timely arrival of goods to the 14 villages in Nunavik.
- Participate in the negotiation and management of all procurement-related contracts, ensuring that terms align with project goals and KRG's policies, as well as applicable laws and regulations.
- Contribute to the continuous improvement of procurement policies and procedures, ensuring alignment with industry best practices, governmental requirements, and organizational needs.
- Oversee the development and generation of reports related to procurement activities, including cost analyses, supplier performance metrics, and key performance indicators (KPIs) for project-based procurement outcomes.
- Maintain an up-to-date resource list of KRG suppliers, ensuring a reliable network for diverse procurement needs.
- Process purchase requests from various departments, issue purchase orders to suppliers, and coordinate with internal and external stakeholders to ensure timely delivery and service.
- Participate in risk assessment activities related to procurement, identifying potential challenges in supply chain operations and developing contingency plans to mitigate risks.
- Lead the training and onboarding of new employees in the procurement section, sharing knowledge of procurement processes, tools, and systems.
- Carry out any related tasks as requested.

Requirements

- Bachelor's degree in Supply Chain Management, Procurement, Business Administration, Industrial Engineering, or a related field. A combination of equivalent education and relevant work experience will also be considered.
- Minimum of 7 years of experience in procurement, including tendering processes, supplier negotiations, and contract management, preferably in the public or governmental sector.
- Ability to collaborate with multiple teams and external partners on complex projects, manage priorities, align procurement with organizational goals, and meet deadlines under pressure.
- Experience with large-scale logistics operations, such as sealift planning, shipment consolidation, and managing remote deliveries.
- Demonstrated experience in developing and managing supplier relationships, including performance monitoring and issue resolution.

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.

- Proficiency with procurement software systems and Microsoft Office tools; knowledge of ACCPAC and ERP systems.
- Detail-oriented and proactive professional attitude.
- Solution-oriented and able to adapt to changing project needs and operational challenges, particularly in remote and complex environments.
- Certified Supply Chain Management Professional (CSCMP) from Supply Chain Canada, Supply Chain Management Professional (SCMP) or any of the APICS Certifications are an asset.
- Working knowledge of at least two of the following languages: Inuktitut, English, and French.

Place of work: Kuujjuaq, Quebec

Salary: Minimum: \$63 716/year – Maximum: \$109 329/year

Benefits: Cost of living differential: Minimum of \$8 500/year

Food allowance: Minimum of \$4 216/year

Annual leave trips: Minimum of 3

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, Kuujjuaq, Québec J0M 1C0

Fax: (819) 964-2975

Email: humanresources@krg.ca