



**INTERNAL  
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)

Under the supervision of the Assistant Director Procurement in the Administration Department, the buyer has responsibility for, without being limited to, the following duties:

- Execute tendering process in collaboration with the other departments;
- Actively negotiate with suppliers for the best price and delivery of the required materials in the correct quantity and quality;
- Maintain and develop strong working relationships with suppliers and develop systems to monitor and report on their performance, and corrective actions are managed in a timely manner;
- Initiate all logistics for operations related to sealift orders;
- Participate in the negotiations for all contracts related to procurement;
- Assist in the training of new employees in the section;
- Assist in the development of all reports related to purchasing;
- Contribute to the revision and implementation of procurement policies and procedures;
- Create a resource list of KRG suppliers;
- Fulfill purchases on a daily basis as per requests received from the different services;
- Issue purchase orders to suppliers and transmit information to internal clients;
- Follow up on purchase orders, confirm expected receiving date and transmit information to clients;
- Seek for best cost-efficiency for all goods and services purchased at KRG and produce quotation analysis;
- Work in close relationship with all KRG' Departments;
- Carry out any related tasks as requested.

The selected candidate must:

- Possess a college degree in administration or vocational diploma in procurement or administration (equivalent relevant work experience and education will be considered);
- Have a minimum of 5 years of experience in procurement;
- Have a minimum of 5 years of experience in tendering process;
- Knowledge of purchasing, supply management and contracts concepts, tendering processes, procurement practices and procedures;
- Experience in sealift operations and inventory control;
- Experience working in remote locations;
- Excellent interpersonal and communication skills;
- Have a positive attitude and a strong customer service focus;
- Proficient with Microsoft Office products (Word, Excel) and procurement systems and database. Knowledge of ACCPAC is a definite asset;
- Capacity of establishing priorities and be solution oriented;
- Be detailed-oriented, structured and able to work under pressure during peak periods;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French

Place of work: Kuujuaq  
Salary: Min. \$44 511 a year, Max. \$75 7001 a year (E-8)  
Benefits\*: Cost of living differential: Minimum of \$8 500/year  
Food allowance: Minimum of \$3 707/year  
Annual leave trips: maximum of 3 per person annually;  
Group benefits including Simplified Pension Plan;  
Vacation: 20 days  
Statutory Holidays: 19 days including 10 during Christmas holidays

**Please submit your resume before 5 o'clock, on July 30, 2021 to:**

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