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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:

SENIOR BUYER
(Permanent - Full Time Position)

Under the supervision of the Assistant Director Supply Chain and Logistics in the Administration Department, the senior 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:	Remote
Salary:	Minimum: $52 481/year – Maximum: $89 256/year
Benefits:	Simplified Pension Plan: 6% employer, 4% employee Group Insurance Vacation: 20 days Statutory Holidays: 20 days including 10 during Christmas holidays

Please send your resume in English before 5:00 p.m., March 7, 2025, to:
Human Resources
Kativik Regional Government
P.O. Box 9, Kuujjuaq, Québec J0M 1C0
Fax: (819) 964-2975
Email: 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.