



JOB OPPORTUNITY

The Kativik Regional Government (KRG) whose main office is located in Kuujuaq, Québec, is looking for a **reliable** and **resourceful** person to work in the capacity of:

Warehouse Storekeeper (Permanent, Full Time)

Under the supervision of the Warehouse Coordinator, the storekeeper will be responsible for the day-to-day operation of the storeroom including the yard and containers located at KRG's warehouse

- maintains the operations of a warehouse;
- maintain the level of inventory:
 - receive and sort incoming parts and supplies;
 - keep inventory systems and databases up-to-date;
 - maintain records and orders and the amount, kind and location of parts and supplies on hand using a computerized inventory system;
- in close collaboration with the procurement section, fill supply requisitions to order adequate materials and supplies (minimums and maximums levels);
- work closely with the shipper/receiver, ensure the flow of merchandise into and out of the warehouse is as smooth and efficient as possible;
- issue tools and equipment for maintenance personnel and account for same upon return;
- perform period cycle count inventories as well as year-end physical inventories;
- keep the warehouse, store, yard and containers in an orderly and safe condition;
- ensure the implementation of best processes and practices for the warehouse inventory and systems
- Perform other related duties as required by the supervisor.

The selected candidate must have:

- Possess a technical college level diploma although **exceptional work experience will also be considered**;
- CMMS(computerized maintenance management system) experience
- Knowledge of purchasing, and supply management,
- High attention to detail required;
- possess a minimum of 4 years of relevant experience;
- good supervision, planning and organizational skills;
- good knowledge of warehousing inventory controls/procedures;
- good knowledge of building maintenance type inventories
- be bilingual: Inuktitut-English, Inuktitut-French or English-French;
- be able to work under pressure in a physical environment;
- capable of pulling, pushing and lifting up to 50 lbs. occasionally
- Proficient with Microsoft Office products (Word, Excel) and procurement systems and warehouse database systems (computerized inventory and barcode system).
- Availability to travel frequently in the Nunavik region;

Place of work: Kuujuaq
Salary: Min: \$40,959 / year – Max: \$67,844 / year (E 6)
Other benefits: Cost of living differential: minimum of \$8,500 per year;
Food allowance: minimum of \$3,707 per year;
Annual leave trips: maximum of 3 per person annually;
Simplified Pension Plan: 6% employer, 4% employee;
Group insurance;
Vacation: 20 days per year;
Statutory holidays: 20 days including 10 days over the Christmas holidays.

Please submit your résumé in English before June 2, 2023 at 5:00pm

Human Resources Department
Kativik Regional Government
P.O. Box 9, Kuujuaq Quebec 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 in writing.