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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

EMPLOYMENT OPPORTUNITY

The Kativik Regional Government (KRG), with its main office located in Kuujjuaq, Québec, is looking for:

WAREHOUSE STOREKEEPER (Temporary, one year contract, full time)

Under the supervision of the Nunavik Police Service's (NPS) Captain, the storekeeper will be responsible for the daily operations of the NPS storeroom and containers at KRG's warehouse as well as in any other location where NPS materials may be stored.

Key responsibilities include:

- Oversee the day-to-day activities of the NPS warehouse section to ensure efficient operations;
- Inventory management:
 - Receive, categorize, and store incoming items accurately to maintain an organized inventory.
 - Update inventory systems and databases regularly to reflect current stock levels and movements.
 - Maintain precise inventory records using a computerized system, including order histories, quantities, types, and storage locations.
- Accurately prepare orders for shipment, encompassing picking, packing, labelling, and loading of items, ensuring readiness for shipment;
- Report any discrepancies, damages, or issues with inventory to the management promptly;
- In collaboration with the procurement section and the NPS administrative services, manage purchase requisitions to maintain optimal stock levels, ensuring materials and supplies are ordered and stocked efficiently (minimum and maximum levels);
- Collaborate with the shipper/receiver and administrative technician to streamline the flow of goods into and out of the warehouse;
- Conduct regular cycle counts and annual physical inventories, providing comprehensive status reports;
- Answer all requests related to material resources;
- Retrieve all equipment from inactive employees, ensuring no resources are misplaced or unaccounted for;
- Ensure the implementation of best processes and practices for the warehouse inventory and systems;
- Perform other related duties as required by the supervisor.

Requirements:

- Strong knowledge of purchasing and supply management
- Familiarity with warehousing inventory controls and procedures
- Excellent attention to detail
- Strong planning and organizational skills
- Bilingual in Inuktitut, English or French
- Ability to work under pressure in a physically demanding environment
- Capable of occasionally lifting, pushing, and pulling up to 50 lbs
- Proficient in Microsoft Office (Word, Excel) and inventory management systems
- Relevant experience in warehouse operations, inventory control, or a related field is an asset



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- Place of work:** Kuujjuaq
- Salary:** Minimum: \$43,348.76 per year – maximum: \$71,800.82 per year (Class 6)
- Schedule:** Monday to Friday, 9 a.m. to 5 p.m.
- Other benefits:** Cost of living differential: minimum of \$8,500 per year;
Food allowance: minimum \$ 4,216 annually;
Annual leave trips: maximum 3;
Simplified Pension Plan: 6,25% employer, 4% employee;
Group insurance;
Vacation: 20 days annually;
Statutory holidays: 20 days, including 10 during the Christmas period.

Please forward your resume to: HR@nunavikpolice.ca

The KRG and NPS are equal-opportunity employers. In accordance with the James Bay and Northern Québec Agreement, we may implement specific measures to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.