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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), whose principal office is located in Kuujjuaq, 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 Operations Coordinator of the Municipal Public Works Department, 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 adequate inventory levels;
- receive and sort incoming parts and supplies;
- keep inventory systems and computerized databases up-to-date;
- in close collaboration with the procurement section, fill supply requisitions to order adequate materials and supplies (minimum and maximum levels);
- work closely with the shipper/receiver and 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 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;
- 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), procurement and inventory systems.

Place of work:	**Kuujjuaq**
Salary:	Min: $43,348 / year – Max: $71,800 / year (E6)
Other benefits:	Cost of living differential: minimum of $8,500 per year; Food allowance: minimum of $4,216 per year; Annual leave trips: minimum of three (3); Simplified Pension Plan: 6,25% 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 27, 2025, at 5:00 pm

Human Resources Department

Kativik Regional Government
P.O. Box 9, Kuujjuaq Quebec JOM 1CO
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.