

# INVENTORY ANALYST



STATUS	Permanent - full time (35 hours / week)
DEPARTMENT	Procurement Department
DIRECT SUPERVISOR	Inventory Coordinator
LOCATION	Kuuujuaq
STARTING DATE	To be determined
POSTING END DATE	March 10 <sup>th</sup> , 2023, 5pm

The Kativik Municipal Housing Bureau (KMHB) provides comfortable, safe, and affordable homes adapted to Inuit needs and culture. Through its programs and services, it contributes to the development of vibrant, sustainable, and safe communities.

### FUNCTION & RESPONSABILITIES

Under the supervision of the Procurement Director, the Inventory Analyst validates inventory levels and sets inventory turnover. The employee reviews purchasing records, inventory levels and replenishment cycles. Under the supervision of the Procurement Director, the Inventory Analyst performs the following duties:

1. Validates that the information entered in the inventory system reflects the physical inventory, on the basis of random sampling;
2. Ensures proper planning and management of materials and equipment in accordance with inventory cycles;
3. Provides the Procurement Director with the following information, broken down by community, as a result of sea lift shipments: tonnage and volume transported, cost of purchases, cost of packaging, cost of insurance, cost of transport, total cost of goods;
4. Develops procedures and exerts effective internal control over the flow of physical material from ordering, back orders, shipping, receiving and storage;
5. For annual shipping, prepares estimate of tonnage and volume of materials to be shipped to communities;
6. Determines the storage plan for all inventory using frequency specifications and replacement calculations to determine the turnover rate;
7. Provides quarterly information necessary to maintain inventory dashboards for the building maintenance department;
8. Measures and reports on the performance indicators of the supply department in a timely manner;
9. Works as part of a team and collaborates with staff in the maintenance and procurement departments and the communities;
10. Performs any related work as requested by the Procurement Director.

### QUALIFICATIONS

#### Experience / Knowledge

- A technical degree in procurement or business administration
- 3 years experience in a similar position
- Knowledge of work in a northern environment (an asset)
- Ability to speak and write fluently in two of the three languages (English, French and Inuktitut)
- Advanced knowledge of Microsoft Office programs
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(Any other combination of training and experience could be considered.)

### REQUIREMENTS

- Be structured and organised;
- Have a sense of priorities;
- Recognized for one's open-mindedness and teamwork skills;

### SALARY / BENEFITS

The KMHB offers a competitive salary, benefits and interesting working conditions. The minimum starting salary is \$27.61 and could be higher based on assessment of related experience.

\*Please note only candidates selected for an interview will be contacted.

**JOIN OUR TEAM!**  
**SEND YOUR RESUME TO:**

[HR@omhkativikmhb.qc.ca](mailto:HR@omhkativikmhb.qc.ca)

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