

Building Material Procurement



STATUS	Permanent / Full time (35hrs wkly)
DEPARTMENT	Maintenance
DIRECT SUPERVISOR	Procurement director of building maintenance
LOCATION	Kuujuuaq
STARTING DATE	To be determined
POSTING END DATE	February 18 th , 2022, 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 Purchasing Manager, the Building material procurement must ensure that the materials and equipment are available for the OMHK's corrective, preventive, Building state inspection and vehicles. More specifically, the employee has the following functions:

- Maintain the standard list of materials and equipment's used for the maintenance of buildings
- Make calls for tenders approved by the director.
- Validate the follow-up, delivery time.
- Monitor purchases until receipt of the goods (delivery slip) in the village. Confirm the information with the housing manager. And attach all related documents to the COGI software).
- Follow up with suppliers, see that merchandise is not damaged, if so, report it to the manager and keep all documents.
- Make recommendations to the purchasing manager for the most economical means of transportation.
- Apply the KMHB Insurance Procedure.
- Perform any related work as requested by the purchasing manager.

QUALIFICATIONS

- CEGEP Diploma in Business Administration or Procurement or any additional experience in replacement of diploma will be considered
- 3 years of experience in the field of purchasing
- Effective presentations and communicates well
- Able to work under pressure and meet deadline

REQUIREMENTS

- Ability to work in two of the three languages of the region (Inuktitut, English or French)
- Knowledge of Microsoft Office Suites (Word, Excel, Outlook)
- Sitting at a desk for long work periods and using a computer for several hours a day.

SKILLS & COMPETENCIES

- A great sense of client services
- Strong communication skills
- Ability for team work
- Reliable and punctual
- High concern for confidentiality

SALARY / BENEFITS

KMHB offers a competitive salary, RRSP, Cargo, flight tickets, cost of living deferential benefit and interesting working conditions. The minimum starting salary is \$27.50 and could be more based on the evaluation of experiences related.

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SEND YOUR RESUME TO:

HR@omhkativikmhb.qc.ca

Human Resources – KMHB

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