

# Building Vehicle Procurement



<b>STATUS</b>	Permanent / Full time (35hrs wkly)
<b>DEPARTMENT</b>	Maintenance
<b>DIRECT SUPERVISOR</b>	Procurement director of building maintenance
<b>LOCATION</b>	Kuujuuaq
<b>STARTING DATE</b>	To be determined
<b>POSTING END DATE</b>	February 18 <sup>th</sup> , 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 Purchase director, the person must ensure that the truck fleet is in good working order and is responsible for the safety of employees. More specifically, the incumbent performs the following duties:

- Maintaining the standard list of vehicle parts;
- Receiving requests for vehicle parts orders (GDD) and confirming delivery timelines;
- Tracking purchases until goods are received (delivery note) by the village;
- Including all relevant documents in the purchasing software (COGI) as attachments: call for tenders, confirmation fax, purchase requisitions, drafts, and delivery notes;
- Ensuring that suppliers complete orders on time, recommending the amount to be paid on each invoice under the terms of the purchase contract and submitting them to the director;
- Approving mechanics' work orders against service requests;
- Monitoring uncompleted mechanical work;
- Reporting truck repair costs;
- Maintaining a file of order and work order status;
- Tracking the receipt of damaged goods, including the completion of claims, and reporting any problems to the director;
- Recommending to the senior buyer the most economical means of transportation;
- Performing any related work at the request of the director.

## 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 differential 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](mailto:HR@omhkativikmhb.qc.ca)

**Human Resources – KMHB**

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