

Inventory Coordinator



STATUS	Permanent / Full time (40 hrs wkly)
DEPARTMENT	Maintenance
DIRECT SUPERVISOR	Director
LOCATION	Kuuujuaq
STARTING DATE	To be determined
POSTING END DATE	Until the position is filled

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 Director of Procurement, the Inventory Coordinator is responsible for the overall management of the material and equipment inventory in the organization's warehouses. More specifically, the incumbent will perform the following duties:

- Oversees the stock takers assigned in the communities;
- Ensures the quality of data entries in the inventory management system including internal and external part coding, descriptions, categories, restocking quantities and supplier lists;
- Always maintains the quality of transactional data in the supply chain management system, and specifically during periodic or cyclical annual inventory counts of materials and equipment in all communities;
- Plans, organises, directs and controls storage space in all communities;
- Plans cyclical counts and annual inventory of materials and equipment in all communities;
- Ensures the physical protection of the material and equipment and the accuracy of the quantities in stock in all communities;
- Maintains the quality of documentation and information in internal systems as a result of deliveries and shipments to all communities and in accordance with recognised standards and procedures in place within the prescribed timeframe;
- Supervises order distribution operations from sea carriers to ports of embarkation and from air carriers to airports;
- Applies recognised laws, regulations and procedures relating to the management of hazardous materials and workplace safety;
- Measures and reports on the performance of the supply department in a timely manner;
- Plans trips of inventory clerks to the communities;
- Works as part of a team and collaborates with the staff of the maintenance and procurement departments and the communities;
- Performs any other related duties as requested by the supervisor.

QUALIFICATIONS

- CEGEP diploma in building science and/or three (3) years experience in building maintenance;
- Five (5) years experience in personnel management;
- 2-3 years experience in inventory management;
- Knowledge of working in a northern environment and hands-on experience using the WHMIS system (asset);
- Proficiency in Microsoft Office programs;
- Valid territorial driving licence;
- Ability to speak and write fluently in two of the three languages (English, French and Inuktitut).

(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;
- The incumbent will have to travel regularly to other communities in the territory.

SALARY / BENEFITS

The KMHB offers a competitive salary, benefits, and interesting working conditions. The minimum starting salary is \$35,55 and could be higher based on assessment of related experience.

JOIN OUR TEAM!
SEND YOUR RESUME TO:
HR@omhkativikmhb.qc.ca
Human Resources – KMHB
P.O. box 1200 - Kuuujuaq, QC J0M 1C0
☎(819) 964-2000 Ext: 281