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Qulliq Energy Corporation  
Société d'énergie Qulliq  
Qulliq Alruyaktuqunik Ikumatjutiit

# Put a NEW KIND of ENERGY in YOUR CAREER.

Entrusted with supplying safe, reliable and efficient energy to the citizens of Nunavut, through both traditional and alternative sources, **Qulliq Energy Corporation (QEC)** offers many opportunities for those seeking to convert their skills and expertise into professional success. Sounds like you? Join our team. Wide-open spaces, rewarding work in a variety of settings, and the chance to contribute to the well-being of all Nunavummiut will bring new energy to your career - now and in the future.

## INDUSTRIAL WAREHOUSEPERSON

IQALUIT, NU - Ref. No. QEC-18-007

If you are self-motivated, well organized and able to deal tactfully with customers, colleagues and suppliers, and want to put into practice your warehouse training and experience, this role is for you.

Working under the direction of the Maintenance Supervisor, Baffin Region, regarding your day-to-day tasks, you will perform moderately complex manual and clerical duties in the operation of a regional warehouse. As an Industrial Warehouseperson, you will work collaboratively with the Supply Chain Management section and use Great Plains software in carrying out your inventory control, procurement, shipping and receiving responsibilities, while ensuring compliance with Nunavummi Nangminiaqqtunik Ikajuuti (NNI) and procurement regulations as well as Office of the Auditor General requirements.

### DUTIES AND RESPONSIBILITIES INCLUDE:

- Maintaining an accurate count of material held in inventory;
- Receiving and preparing orders, entering into the system and maintaining records;
- Processing invoices for payment, entering accounts payable data into the computer system, and ensuring proper coding and authorization;
- Offering recommendations for improvement of procedures to reduce costs and delivery time lines;
- Working with the maintenance team to identify obsolete parts and arrange for disposal;
- Participating in a materials management committee to help standardize inventory;
- Participating in yearly/quarterly inventory counts;
- Ordering, shipping, tracking and receiving parts and materials for the Baffin Region and, as required, performing shipping and receiving for the Kitikmeot or Kivalliq Region;
- Preparing freight waybills and dangerous goods shipping forms; and
- Coordinating sealift for all regional communities, with the Supervisor and Supply Chain Management.

### REQUIRED QUALIFICATIONS INCLUDE:

- Completion of a High School diploma;
- Certification as a Red Seal Partsperson, an Industrial Warehouseperson or a Warehouse Technician;
- Three (3) years of experience in an industrial or electrical utility warehouse;
- Completion of Transportation of Dangerous Goods (Air/Ground) training;
- WHMIS certification and IATA certification for transportation of dangerous goods;
- A valid Nunavut Class 5 driver's licence;
- Familiarity with parts descriptions from the Line, Electrical and Mechanical trades;
- Data entry and spreadsheet experience and MS Office skills (Outlook email, Word, Excel, etc.);
- Good written and verbal communication skills;
- Ability to work independently within guidelines and company procedures; and
- Ability to plan and allocate time and resources effectively.

### ASSETS:

- Ability to speak Inuktitut, Inuinnaqtun and/or French; and
- Knowledge of Nunavut, the land, language and culture.

Equivalencies consisting of a combination of related education and experience may be considered.

We offer a competitive salary ranging from \$78,977.60 to \$95,929.60 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$15,016 per annum. This position is included in the Nunavut Employees Union. Subsidized staff housing is available.

**Preference will be given to Nunavut Inuit. If a Nunavut Inuit is not selected, the position will be offered as a term.**

Apply in writing, by **March 9, 2018**, to: [hr@qec.nu.ca](mailto:hr@qec.nu.ca)

or by mail to: **Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.**

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.