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Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Alruyaktuqtunik Ikumatjutiit

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.

LOGISTICS CLERK

Baker Lake, NU – Ref. No. QEC-16-040

Reporting to the Manager, Supply Chain, the incumbent will provide data entry and administrative support to ensure proper entry of receipts against purchase orders, requisitions and contracts created by Purchasing Clerks, Senior Buyer, Supply Chain Manager and other team members to satisfy internal controls and for compliance against QEC policies and procedures.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Segregate invoices by accounting periods for proper posting;
- Receive regular/contract invoices into GP software application ensuring proper distribution coding, item quantities, and Vendor ID;
- File purchase orders when receiving transactions are completed;
- Organize Visa statements with distribution coding and send to A/P;
- Match vendor invoices to receipts and Purchase Orders to ensure accuracy of posted batches for proper A/P processing;
- Work in partnership with internal and external stakeholders responsible for the procurement of sealift supplies;
- Responsible for verification of receipt notices from 3rd party agents; and
- Responsible for ensuring the accurate receipt of goods to the applicable community.

REQUIRED QUALIFICATIONS INCLUDE:

- Completion of Grade 12
- 2 years general office experience (Accounts Payable, Data Entry, Purchasing, Office Administration);
- Experience working with computerized programs and applications (windows based software for word processing and email communication) in a similar role;
- Knowledge of Workplace (or similar purchasing/procurement software);
- Experience with accounts payable processes;
- Ability to reconcile competing/conflicting interests for month end preparation;
- Strong time management skills and experience in order to manage work on a priority and efficiency basis; and
- Ability to work independently and in a team environment.



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ASSETS:

- Knowledge of Great Plains (GP) software application;
- Additional education in office administration, financial management and/or computer applications;
- Ability to speak Inuktitut, Inuinnaqtun and/or French; and
- Knowledge of Nunavut, the Culture, Language, and Inuit Qaujimagatuqangit.

We offer a competitive starting salary of \$62,848 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$24,381 per annum. This position is included in the Nunavut Employees Union. Staff housing is not available.

This competition is restricted to persons enrolled under the Nunavut Agreement living in Baker Lake, NU only.

Apply in writing, by **January 27th, 2017**, to: 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.

qec.nu.ca