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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.

PARTS TECHNICIAN

IQALUIT, NU – Ref. No. QEC-18-047

This would be a great career opportunity for a well-organized, tactful and certified Parts Technician whose knowledge of inventory control, warehousing, purchasing and requisitioning is enhanced by the ability to nimbly address competing and changing priorities while meeting regional supply chain needs.

Reporting to the Maintenance Supervisor, Qikiqtaaluk Region, you will be responsible for ordering, tracking, retrieving, shipping and receiving, inspecting and sorting parts and materials – from identifying parts and equipment to providing customer service and advice, entering orders into the system and maintaining inventory records. As a Parts Technician, you'll be working closely with the Supply Chain Division to ensure compliance with *Nunavummi Nangminiaqqtunik Ikajuuti* (NNI) Policy regulations, and procurement and audit standards.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Performing inventory control for the area in conjunction with the Supervisor and Supply Chain management, conducting quarterly inventory counts and reporting inventory levels annually;
- Participating in a Materials Management Committee to help standardize inventory;
- Processing invoices for payment and entering accounts payable data into the system;
- Working with the Maintenance team to identify obsolete parts and arrange for disposal;
- Preparing freight waybills and dangerous goods shipping forms;
- Processing claims for over, short and damaged shipments;
- Shipping and receiving part orders for other regions, as required; and
- Working with the Maintenance Supervisor and Supply Chain Division to coordinate the sealift for all communities in the Region – from gathering parts requirements to directing shipments to their final destination.

REQUIRED QUALIFICATIONS INCLUDE:

- Inter-provincial trades certification as a Parts Technician;
- Three (3) years of experience in an industrial or electrical utility warehouse;
- Completion of Transportation of Dangerous Goods (Air/Ground) training, with related WHMIS and IATA certification;
- Valid Class 5 driver's licence;
- Knowledge of parts, catalogues, distributors and dealers in the Powerline, Electrical and Heavy Equipment trades;
- Knowledge of inventory control, warehousing, and public service purchasing and requisitioning procedures;
- Ability to employ tact and diplomacy when dealing with suppliers, customers and employees;
- Ability to understand and execute oral and written instructions;
- Excellent data-entry and spreadsheet skills and ability to maintain a strict record of inventories;
- Knowledge of, and ability to use, MS Office applications (i.e. Outlook email, Word, Excel, etc.);
- Self-motivation and ability to work independently within guidelines and company procedures;
- Ability to plan and allocate time and resources effectively; and
- Ability to travel to regional centres and other communities, as required, which may involve overnight stays and flying in small or medium aircraft.



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ASSETS:

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

We offer a competitive salary ranging from \$84,448 to \$97,219 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.

Open until filled, apply in writing to: careers@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