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Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Alruyaktuqtunik Ikumatjutiit

Procurement Administrator - Special Project

Casual Employment

Iqaluit, Nunavut

Open until filled

QEC Finance Department, Supply Chain Management section is accepting resumes for a Procurement Administrator to be hired on a casual basis for up to four months with the possibility of an extension. The incumbent will assist in the implementation of the Nunavummi Nangminiaqtunik Ikajuuti (NNI) Policy. Training will be provided on all aspects of the NNI Policy to the Incumbent. There may be some travel throughout the region with the base being in Iqaluit.

Responsibilities include but not limited to:

- Follow QEC contracting and procurement policies and procedures that are aligned with the Government of Nunavut's regulatory requirements inclusive of the NNI Policy;
- Support and develop all employees of QEC involved with the operationalization of the NNI Policy and promote their knowledge through adequate training, inclusive of the procurement of general supplies and services, leasing and construction.
- Maintain all Procurement documents relating to the publishing of Public Tenders, Proposals, and Requests for Quotations or any other such communication, inclusive of all requirements contained within the NNI Policy.

Qualifications:

- Minimum 4 years of Procurement and Contract Administration experience, preferably in a public context.
- Familiarity with Procurement responsibilities from other public organizations or the private sector would be an asset.
- Strong analytical and communication skills, both oral and written

We offer a competitive salary combined with a Northern Living Allowance, with a possibility of subsidized housing based on availability. This position is included in the Nunavut Employees Union.

Preference will be given to persons enrolled in the Nunavut Agreement.

Please send resume and cover letter to:

Lee Tremblay
Supply Chain Manager
Qulliq Energy Corporation
tremblayl@qec.nu.ca

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