

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.

PROCUREMENT COORDINATOR

IQALUIT, NU - Ref. No. QEC-18-008

An exceptional opportunity for a procurement leader to play a key role in ensuring that corporate contracting and procurement procedures align with industry standards and best practices.

Reporting to the Supply Chain Manager, you will plan, organize, manage and execute the contracting and procurement of various commodities and services for QEC throughout Nunavut, in accordance with the Nunavut Land Claims Agreement (Article 24) and the Nunavummi Nangminiqaqtunik Ikajuuti (NNI) Policy. An integral part of your role will be advising company officials and personnel on the full range of procurement issues, providing support and guidance during all stages of any procurement cycle. As Procurement Coordinator, you will maintain a work plan for related tenders and contracts, formulate innovative solutions to help resolve complex procurement-specific issues, ensure that technical specifications and requirements attached to purchase requisitions are correct and complete, and follow up with the appropriate subject matter experts on any related issues.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Providing input to production departments on the development of standing offer agreements and service agreements to facilitate the efficient operation of the service cycles with related agreements in place;
- Establishing the most appropriate method of procurement (competitive, sole source or negotiated);
- Overseeing tendering and bid-opening processes, and the preparation of the tender evaluation report;
- Translating functional requirements and client needs into goods and material specifications and procurement solutions;
- Providing construction-related input during the design phase of capital projects, developing tender documents and managing the tender process for normal operations and capital projects;
- Making recommendations for the awarding of contracts, acting as Chair of evaluation committees;
- · Assisting in the development of corporate technical standards; and
- Providing input on technical issues and answering questions from client departments.

REQUIRED QUALIFICATIONS INCLUDE:

- A diploma (university degree preferred) in Commerce, Business Administration or a related discipline;
- At least five (5) years' progressively responsible experience in procurement, contracting, supply chain management, and eProcurement, preferably in a public context;
- In-depth technical knowledge of commodities and services, procurement policies and procedures, types of contracts, and sources of supply;
- · Knowledge of negotiation and interviewing techniques; and
- Ability to establish and foster effective working relationships while remaining impartial and objective.
- Equivalencies consisting of a combination of related education and work experience may be considered.

ASSETS:

- An SCMP or PCMP designation;
- Training or experience in tendering law practices and policies, contract administration, and project management practices;
- · 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 work experience may be considered.

We offer a competitive salary ranging from \$90,538 to \$113,334 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.

Apply in writing, by April 13, 2018, to: hr@qec.nu.ca

or by mail to: Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU XOC OAO.

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