



ᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭ
 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.

STOCK KEEPER

Rankin Inlet, NU – Ref. No. QEC-17-006

Reporting to the Supply Chain Manager, the incumbent will be tasked with inventory, procurement, receiving and warehousing responsibilities as well as performing manual and clerical work of moderate complexity in the operation of a regional warehouse.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Inventory control for the area in conjunction with the Supply Chain Manager;
- Maintaining an accurate count of material held in inventory and all expensed items; ordering, receiving and issuing inventory usage forms as required;
- Preparing orders and maintaining records of orders for the area;
- Travelling to satellite plants for annual inventory count when required. Entering material counts into the inventory system to ensure proper reconciliations;
- Entering in the system, fuel and lube receipts and area plant consumption based on meter tickets, month end reports, tank dips and periodic inventory counts;
- Ordering, shipping, tracking and receiving of parts and materials for area maintenance and engine overhauls;
- Shipping and receiving for the Kitikmeot or Kivalliq region with related warehouse functions;
- Working in partnership with Supply Chain Manager, Procurement Coordinator and other purchasing clerks to coordinate sealift ordering and manage the receiving at the dock for their respective Hub and all Regional communities;
- Partnering with Operations to oversee fuel re-supply; and
- Gathering area requirements on excel spreadsheets for the annual area sealift re- supply.

REQUIRED QUALIFICATIONS INCLUDE:

- Minimum of Grade 12 Required;
- Two years' experience in the operation of a moderate sized stores facility;
- A valid Nunavut Class 5 driver's license and the ability to meet QEC's vehicle insurance requirements is required;
- Completion of Transportation of Dangerous Goods (Air / Ground) and WHMIS training;
- Computer data entry and spread sheet experience; and
- Familiarity with parts descriptions from three different trades: Line, Electrical, & Mechanical.



ᑭᓄᓐ-ᑭᓄᓐ ᑕᓄᓐ ᑕᓄᓐ ᑕᓄᓐ ᑕᓄᓐ ᑕᓄᓐ
Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Alruyaktuqtunik Ikumatjutiit

ASSETS:

- Enrollment or completion in the practices and principles of inventory control through Supply Chain Management Program is considered an asset;
- Ability to speak Inuktitut, Inuinnaqtun, and/or French is an asset; and
- Knowledge of Nunavut, the land, and the culture is an asset.

We offer a competitive starting salary of \$62,848 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$18,517 per annum. This position is included in the Nunavut Employees Union. Subsidized staff housing is not available.

This employment opportunity is restricted to Nunavut Inuit only.

Apply in writing, by **March 17th, 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