



POSITION:	BUYER
DEPARTMENT:	FINANCIAL SERVICES
COMPETITION NUMBER:	ACHETEUR2003-01
LOCATION:	MONTREAL
STATUS:	FULL TIME REGULAR
START DATE:	APRIL 2020

Kativik Ilisarniliriniq is a school board offering educational services in the 14 communities of Nunavik. The Montreal administrative center should eventually move to Nunavik.

FUNCTION & DUTIES:

- Purchase goods required by the School Board according to predetermined terms and conditions.
- Ensure that the most reliable suppliers are chosen, as well as the most cost effective for the Board.
- Update price lists, catalogues, and supply sources, and keep track of market fluctuations.
- Prepare all information and documents required, and call for bids in conformance with Board policies.
- Ensure that all purchases comply with Board policies and standard procedures.
- Process bids and proceed with purchases in conformance with Board policies.
- Follow up on incomplete deliveries.
- Maintain ongoing communication with suppliers, and ensure that all purchased materials meet the Board's standards of quality and safety.
- Once materials have been received, provide required documents to the Finance Department to ensure quick payment of invoices.
- Prepare recommendations for the immediate supervisor on how to improve the department's services.
- Any other related task delegated by the immediate supervisor.

QUALIFICATIONS:

Secondary 5 Diploma or a diploma or attestation of studies deemed equivalent by the appropriate authority.

The Board may, at its discretion, waive any or all of the aforementioned qualifications if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement (JBNQA) and who accepts, as a condition of employment, to follow a training plan determined by the Board.

REQUIREMENTS:

- Six (6) years of pertinent experience.
- Fluency in English and French. Inuktitut is an asset.
- Knowledge of computers and word processing, spreadsheet, and supply monitoring software.

WORK SCHEDULE: 35 hours / week, Monday to Friday.

CLASSIFICATION / SALARY / BENEFITS:

In accordance with the AENQ collective agreement for support staff / from \$21.85 to \$25.27 an hour depending on qualification and experience.

In addition to salary, you may be eligible to other benefits such as:

- 20 days of annual vacation
- 2 weeks of vacation during Holiday season

and, when applicable, other benefits such as:

- Summer schedule
- Housing
- Northern allowance
- Social trips
- Food cargo

All benefits are prorated based on the percentage of the task.

DEADLINE FOR APPLICATION IS: 4:00 pm, March 26, 2020

SEND APPLICATION BY EMAIL TO:

soutien@kativik.qc.ca

You **must** indicate ACHETEUR2003-01 in the **subject** of the e-mail.

Human Resources
Kativik Ilisarniliriniq

Only those candidates under consideration will be contacted.