



Employment Opportunity Procurement Agent

Reporting to the Director of Corporate Services the Procurement Agent's primary focus is to manage the inflow and outflow of consumable inventory. Other main duties include the procurement process for all departments through domestic and foreign sources, requests for proposals, quotations and tenders, purchase orders and inventory counts.

The knowledge, skills, and abilities required of this position would normally be acquired through a diploma or bachelor's degree in business with a minimum of one-year work experience in the field. Definite assets include training in accounting, professional designation in supply chain management, and knowledge of equipment, automotive or machinery parts.

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Minimum Qualifications

- Diploma or bachelor degree in business
- Minimum one-year work experience in the field

Specific Skill or Knowledge Required

- Experience with proposals, quotations and tenders
- Analytical and problem solving skills
- Excellent verbal and written communication skills
- Confident with computers and Microsoft Office
- Time management and decision making skills
- Good interpersonal skills and the ability to work well with others
- Experience or understanding of northern culture and political environment

Equivalencies that include a combination of education, skills and abilities to formal education may be considered.

The annual salary range for this position starts at \$70,368.94. The City of Iqaluit also provides an excellent benefit package and an annual Settlement Allowance of \$20,907.43.

Due to the nature of the position, the successful candidate must provide a clear criminal record check.

Please provide copies of your current credentials and any certifications with your application.

CLOSING DATE: January 12, 2018

Please send application package quoting Reference # to:

Reference # 03-100003
Human Resources
P.O. Box 460
Iqaluit, NU X0A 0H0
hr@city.iqaluit.nu.ca
Fax: (867) 979-5210

We will only contact those invited for an interview.

As per Article 23 of the Nunavut Land Claims Agreement, priority will be given to Nunavut Land Claim Beneficiaries who meet the criteria.