



The City of Iqaluit is looking for an experienced Materials Management Coordinator with exceptional organization skills!

Title: Materials Management Coordinator
Department: Corporate Services
Reference #: 03-1088

Status: Full-time permanent
Salary Range: \$66,951.03 - \$80,600.71 per annum, 35 hour/week
Settlement
Allowance: \$20,907.43 per annum
Union Status: Unionized

Closing Date: July 10, 2019

This employment opportunity is open to internal/external applicants.

Under the supervision of the Director of Corporate Services, the Materials Management Coordinator provides stock/inventory control for all City departments including the warehousing and shipping/receiving for the organization.

Duties include picking up of goods at the airport, verifying items received with packing slips, performing data entries related to all items, reporting on any damaged goods or discrepancies with orders to the shipper/supplier and delivering items to the assigned department or warehouse location.

Our ideal Materials Management Coordinator will have:

- Post-secondary education with a minimum of one years' experience with inventory and data management
- A valid Class 5 Nunavut Driver's Licence
- Exceptional organizational skills with the ability to multi-task and prioritize
- Competency with computers, using Excel, Office, Word and databases
- High motivation when working independently with minimal supervision
- Professional oral and written communication skills
- Ability to lift heavy objects, in sometimes undesirable environments
- Availability to work overtime when required

Assets include:

- The ability to speak and write in Inuktitut
- Certification in Transportation of Dangerous Goods and WHMIS
- Experience with claims processes
- Knowledge of automotive, equipment or machinery parts

Equivalencies that include a combination of education and experience may be considered.

The successful candidate would be required to submit a Criminal Record Check, as well as, an acceptable Driver's Abstract.

Please email your resume and credentials quoting Reference # 03-1088 to:
hr@city.iqaluit.nu.ca

CONTACT:

Human Resources, City of Iqaluit
PO Box 460
Iqaluit, Nunavut X0A 0H0

www.city.iqaluit.nu.ca
Phone: 867.975.8506
E-mail: hr@city.iqaluit.nu.ca

- The City of Iqaluit embraces the intent and spirit of the Nunavut Land Claims Agreement. Priority will be given to Nunavut Inuit; Candidates must clearly identify their eligibility in order to receive consideration under this agreement
 - Only those selected to interview will be contacted

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