



Kivalliq Property Maintenance Ltd

## PROCUREMENT OFFICER

### **Required Qualifications and Experience**

The ideal candidate will report directly to the Operations Manager. You will be responsible for the day to day activities of the position and work independently to order supplies and services, complete inventory records, and develop and monitor delivery schedules.

Previous work experience in procurement is required. In addition, supply chain work-related skill, knowledge, or experience is considered an asset. Knowledge in Microsoft Office i.e., Excel, and knowledge about construction materials is also required.

This is an excellent opportunity to experience living in the Arctic. We offer a competitive salary for the successful candidate, as well as, fully furnished and subsidy housing.

For more information or to apply, please contact me today at:

**Email:** [miles@piruqsaijit.ca](mailto:miles@piruqsaijit.ca)

**Fax:** (867) 645-2029

**Mail:** P.O. Box 56, Rankin Inlet, NU X0C 0G0

Only those candidates who will be interviewed will be contacted.