



POSITION DESCRIPTION

Qulliq Energy Corporation

TITLE	Manager, Supply Chain	POSITION NUMBER	602F04
REPORTS TO	Chief Financial Officer	POSITION GRADE LEVEL	J
HOME COMMUNITY	Baker Lake	POSITION TYPE	Indeterminate

PURPOSE	The Manager, Supply Chain is responsible for coordinating all entities and stakeholders involved in the procurement life cycle of a variety of commodities and services for Qulliq Energy Corporation (QEC). This position is responsible for the consistent application of QEC's contract procurement processes and practices in accordance with the Nunavut Land Claims Agreement (Article 24), Nunavummi Nangminiqatunik Ikajuuti (NNI) policy, and Office of the Auditor General (OAG) regulations.
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Ensures consistent application of QEC's contract procurement procedures and guidelines, in accordance with comprehensive financial administration practices and associated contracting regulations. Responsible for sourcing suppliers and contractors through competitive bidding and negotiation of advantageous contract terms, pricing, and payment schedule in relation to sealift and day-to-day operations. Coordinate sealift operating and supply requirements including tendering of goods, placement of orders, arrangement of road/rail shipments and booking of shipments with marine carriers. Identifies surplus and waste materials for sale or removal. Develops, prepares and monitors supply chain operating budgets, forecasts, and variance analyses. Coordinates the on-going evaluation and development of short- and long-term planning and budgets related to purchasing and logistics in collaboration with the board and stakeholders. Directs the implementation of the Corporation's purchasing policy by developing policy guidelines, training staff, and monitoring compliance.
EDUCATION AND TRAINING	<ul style="list-style-type: none"> Bachelor's Degree in Business Administration, Finance, Law or related field. Supply Chain Management Professional (S.C.M.P) designation is an asset. Transportation of Dangerous Goods and WHMIS training is an asset.
PRIOR EXPERIENCE	<ul style="list-style-type: none"> Five (5) years of senior level experience in supply chain management or contract procurement, with a minimum of three (3) years involving the supervision of staff. Experience in purchasing of electrical and construction materials, diesel engines parts, chemicals, lubrication, and fuel products is an asset. NNI policy experience is an asset.
INTERPERSONAL SKILLS	Interaction is with a variety of people inside and/or outside the organization. Communications are of moderate difficulty and sensitivity and may involve detailed and lengthy dialogues and exchanges of information.
CONCENTRATION	Work routinely involves a moderate degree of high alertness and concentration to complete job tasks. There are some sensory demands or job requirements for unusual vigilance or attentiveness. The incumbent usually controls their own work pace; however, there are some time pressures to finish specific job tasks.
PHYSICAL DEMANDS	Work requires light or a low amount of physical exertion. Freedom of movement exists, and the job does not confine the employee to a fixed body posture. Body movement usually involves sitting and intermittent walking.
SCOPE	There is a moderate degree of job structure. The incumbent receives general direction regarding their work; however, discretion and judgment must be used to make decisions, interpret directions, and apply guidelines. Supervision focuses on evaluating the employee's finished work results for compliance with general methods and standards, and conformity to organizational policy.
MATERIAL RESOURCES	Work requires a moderate to high degree of responsibility for material resources. The incumbent has a moderate degree of control over these resources. The cost of errors might result in significant damage, waste, and/or financial loss. The difficulty, variety, and depth of problems associated with these material resources can be moderately complex.
INFORMATION RESPONSIBILITY	Work typically requires a moderate to high degree of responsibility for information. The information can be highly sensitive, protected, and/or confidential and the importance of the information can be highly complex. The incumbent may use a wide variety of skills dealing with the information including diagnosing, interpreting, and analyzing information.
SUPERVISORY	The job requires direct accountability for six (6) positions, including one (1) Procurement Coordinator, one (1) Buyer, three (3) Purchasing Clerks and one (1) Logistics Clerk. Duties include participating in the hiring process, providing training, directly assigning work to, assessing the performance of, and imposing discipline on other employees in collaboration with Human Resources.
WORKING CONDITIONS	No, or very incidental, adverse environmental working conditions.
AUTHORIZATION	

Senior Manager (Department)	Date	President and CEO	Date
Supervisor	Date	Employee	Date

The content of this position description is intended to describe the general work being performed by the incumbent in this position. It is by no means intended to be an exhaustive list of all responsibilities and activities required of this position, nor could it be. The incumbent will be required to additional work duties assigned by Management. For express clarity, the work activities of any position at QEC will not be limited to the Position Description.