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Société Makivik
Makivik Corporation

JOB OPPORTUNITY

Position: Maintenance Supervisor-Housing department Kuujuaq Office

The Maintenance Supervisor reports to the office manager under the Corporate Secretary's Office.

Location: Kuujuaq, Quebec

Duties:

- Supervises the staff of the Housing department and prioritize the use of manpower and resources;
- Supervision and follow-up of all activities, in collaboration with the office manager;
- Oversee training of staff;
- Prepares for the department's yearly operating and sealift budget in collaboration with the office manager;
- Ensures the proper maintenance of all Makivik building and asset;
- Maintains the inventory of the warehouse supplies and tools of all Makivik buildings;
- Acts as coordinator of various project with external parties;
- Coordinate and participate in the design of all Makivik Buildings. A. Architects-architectural plans B. Engineering;
- Other duties as determined from time to time under the Housing department;
- Oversee the Maintenance of Makivik Vehicles

Qualifications:

- Have excellent communication abilities, both orally and in writing in Inuktitut and English, French an asset;
- High school leaving certificate (minimum); higher applicable education an asset;
- Hold a Valid constructions license;
- Must be punctual and reliable;
- Solid computer skills is required with various software such as: Microsoft Word, Excel, Filmmaker Pro, etc.;
- Hold a Valid driver's license;
- Strong managerial and inter-personnel/diplomatic skills;
- Be willing to be trained or attend training;

Duration Permanent full-time

Benefits Competitive benefits package.

Salary: Commensurate with education and experience.

Deadline to apply: January 27, 2012

Send Resume To: Michael Iorio
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Please note that only candidates selected for an interview will be contacted.