



JOB OPENING

Extended Local Posting

Inventory Clerk

Public Buildings & Maintenance Department

The **Inventory Clerk** is responsible for the management of the Cree Nation of Wemindji inventory and ensure the safe workplace environment of warehouse in an operative matter. The Inventory Clerk will manage the computerized maintenance management system software and maintain daily operational functions and the record keeping of the inventory.

KEY RESPONSIBILITIES

- Maintain the log in and out tracking of inventory and equipment from the storage area
- Manage an access of authorized personnel
- Ensure the management of the archived documents in accordance with the departments responsible and the allocated section within the Warehouse
- Ensure a safe and clean working environment of the workplace, storage areas of materials and supplies
- Maintain inventory and dispose outdated materials and supplies
- Maintain the computerized inventory systems and produce reports
- Compile inventory reports, recording the quantity, type and value of materials and equipment
- Advise employees on the appropriateness of material, equipment, and supplies
- Maybe be required to perform other duties and functions as necessary or related to the proper performance of this position
- Perform other related tasks as requested

QUALIFICATIONS

- High School Diploma
- Valid Class 5 Driver's License
- 1 year or less relevant experience
- Fluency in Cree and English, French an asset
- Excellent computer skills and efficient in Microsoft Office Programs
- Ability to coordinate multiple tasks

Status: **Temporary Replacement / 40 hours a week**

Subject: **Three (3) Month Probation**

Salary: **\$ 23.83 - \$ 35.74**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **July 28, 2026**, via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0