



JOB OPENING

Local Posting

Parts Clerk

Public Works Department

The **Parts Clerk** supports the garage by processing the parts orders and maintain stock and inventory used to repair and service vehicles, equipment, and tools utilized in the Public Works Department.

KEY RESPONSIBILITIES

- Record and accurately document parts used and repair costs on work orders
- Conduct an annual inventory of all parts, materials and supplies in stock
- Identify and schedule repair services with departments
- Inspect used parts and materials for salvage and perform minor repairs on salvageable parts
- Operate trucks, tractors, forklifts, and other equipment as required
- Assist with mechanical repairs when workload demands
- Organize mechanical inspections for buses and all vehicles
- Prepare and provide service contracts and quotations for bus services
- Provide operational support to bus drivers experiencing issues when required
- Utilize and maintain a wide variety of parts and materials catalogs
- Order parts, equipment, tools or materials as needed
- Maintain a cost-effective inventory of supplies
- Maintain purchase order logs; such as equipment, parts, tools, and/or materials.
- Perform other related tasks as requested

QUALIFICATIONS

- High School Diploma with additional training or relevant education to the related field
- Class 5 Driver's License
- 1 to 3 years of relevant experience
- Fluency in Cree and English, French an asset
- Knowledge of parts, tools and various types of automotive equipment
- Working knowledge of computers and Microsoft Office Products
- Ability to perform heavy lifting when required

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 **August 24, 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