

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

Human Resources Department



P.O. Box 94,
Old Crow, Yukon
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jobs@vgfn.net

Warehouse Manager

Reporting to the Government Services (GS) Director this position is responsible for the procurement and inventory of all materials and fuel as well as maintaining the fuel tank farm. The position is also responsible for managing approximately six (6) staff to provide delivery services in the community and maintaining government service vehicles and equipment.

Primary Responsibilities

- Oversee materials and inventory procurement and ensure ordered materials are received and entered into the inventory database
- Lead inventory control & planning activities including the coordination of periodic stock monitoring and annual physical inventory
- Maintain the warehouse and yard in an efficient and safe manner
- Lead investigations in any inventory discrepancies issues and develop and implement corrective actions as required
- Receive and manage requests from GS managers for materials needing moved from one site to another, or returned to the main storage yard
- Assist GS truck driver as needed in gathering and delivering materials
- Manage water and sewage helpers and liaise with the Yukon Government as required
- Oversee the fuel program (e.g. fuel reporting, fuel hauls, tanks, delivery)
- Oversee regular maintenance of all VGG vehicles and equipment and liaise with other VGG departments to arrange maintenance
- Perform administrative functions (e.g. develop and monitor the annual work plan and budget, maintain a current vendor list, manage procurement execution and tracking)
- Supervise, motivate, establish work priorities and evaluate performance of staff

Essential Qualifications and Preferred Experience:

- Minimum Grade 12 or equivalent
- Purchasing and warehouse management experience, fuel stock management and basic vehicle and equipment maintenance
- Valid Class 5 driver's licence and Class 3 with Air Brake certification
- Experience in basic office functions, general computer skills, supervising a small team
- Problem solving, time management, attention to detail and organizational skills
- Ability to communicate effectively and diplomatically with staff and community members, both verbally and in writing

Closing Date: May 23, 2022 or until filled

Please submit a cover letter and resume (one document) to:

Human Resources Department, Vuntut Gwitchin Government

Email: jobs@vgfn.net