



Job Opportunity: Building Supplies Coordinator

Who We Are

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan, and our traditional lands range over a large portion of Athabasca oil sands deposits. For nearly 30 years, Mikisew Group, our wholly owned business arm, has worked toward the long-term, sustainable economic progress of our Nation and its members through employment and significant investments in education, training, social programs and infrastructure.

Position Overview

As the Building Supplies Coordinator at Mikisew Cree First Nation, you will be responsible for managing the procurement, distribution, and inventory of building supplies and materials across various projects within our community. Your organizational skills and attention to detail will ensure the smooth operations of construction and maintenance projects, contributing to the enhancement of our community's infrastructure.

Responsibilities

- Collaborate with project managers and stakeholders to determine building supply requirements for ongoing and upcoming projects.
- Source, negotiate, and procure building materials from suppliers while considering cost-effectiveness and quality.
- Maintain accurate records of inventory levels, orders, and deliveries.
- Coordinate the timely delivery of materials to project sites, ensuring they meet required specifications and timelines.
- Monitor inventory levels and reorder supplies as necessary to prevent shortages and project delays.
- Conduct regular inspections of received materials to ensure quality and compliance with specifications.



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- Establish and maintain positive relationships with suppliers, contractors, and internal teams.
 - Assist in developing and implementing procurement strategies that align with budgetary constraints and sustainability goals.
 - Keep abreast of industry trends, pricing, and advancements in building supplies to make informed decisions.
 - Contribute to a safe and organized working environment by adhering to health and safety protocols.

Qualifications

- A minimum of 2 years of experience working in Building Supplies
- Excellent problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.
- Strong communication and customer service skills.
- Valid driver's license and reliable transportation.

Other Requirements

- Possess a valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to work after hours and/or weekends when required.
- Willingness to submit to an oath of confidentiality.
- Willing to work flexible schedule.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

How to Apply

If you or someone you know is interested, please send your resume to betty@impacthr.ca. Application deadline is until a suitable candidate is found.

We thank all who apply but we will only be contacting those selected for an interview. Thank you!