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RÉGIE RÉGIONALE DE LA SANTÉ ET DES SERVICES SOCIAUX DU NUNAVIK
NUNAVIK REGIONAL BOARD OF HEALTH AND SOCIAL SERVICES

*The **Nunavik Regional Board of Health and Social Services** (NRBHSS), established under the James Bay and Northern Quebec Agreement (Chapter 15) and the Act respecting health services and social services, covers the entire territory north of the 55th parallel. Its mission is to adapt health and social services programs to the needs of the population and the realities of the region, and to ensure the efficient organization of resources available to the Nunavik region.*

The Regional board wishes to fill the following assignment:

Administrative Process Specialist - Purchasing

Posting 2026-098

MANAGEMENT AND SERVICE: ADMINISTRATIVE SERVICES DIRECTORATE, #10006 – FINANCE

DESCRIPTION

Reporting to the Financial Resources Coordinator, the Administrative Processes Specialist is responsible for the acquisition of goods and services in accordance with applicable laws, regulations, policies, and procedures.
The Administrative Processes Specialist advises managers on procurement matters. The incumbent conducts market research and financial analyses to develop negotiation strategies aimed at reducing the total cost of ownership. They prepare and manage tendering processes, evaluate bids received, and oversee the implementation of procurement contracts. The incumbent recommends methods and procedures designed to improve the effectiveness and efficiency of procurement processes. As a procurement specialist, they provide expert guidance to the organization regarding procurement strategies, laws, regulations, policies, methodologies, and procedures.

Your responsibilities also include:

- Plan and coordinate the purchase of goods and services for the organization;
- Occasionally participate in the preparation of purchase orders;
- Act as the lead user of the procurement system;
- Execute and coordinate all stages of the tendering process efficiently and professionally, ensuring that procurement activities are strategic, fair, transparent, competitive, and compliant with applicable laws, policies, and procedures;
- Ensure compliance with government laws, regulations, and procurement policies;
- Develop strategies to reduce costs and enhance value;
- Coordinate multidisciplinary tendering project teams in the development, implementation, and support of acquisition strategies aligned with identified objectives;
- Recommend strategic improvements and modifications to existing procurement methods, standards, and processes;
- Evaluate the cost-benefit ratio of various programs based on the resources required for their implementation;
- Assess requests for studies, standardization initiatives, and evaluations of products, services, and equipment from the perspective of organizational gains or potential savings;
- Draft and review technical specifications prepared by requestors to ensure compliance with applicable laws and policies while promoting fair competition;
- Maintain ethical and professional business relationships with suppliers and internal clients;
- Draft tender documents and ensure their publication;
- Evaluate bids according to established criteria;

- Implement and monitor procurement contracts;
- Recommend methods and procedures to improve the effectiveness and efficiency of purchasing processes;
- Participate in the development and updating of internal policies;
- Ensure compliance with MSSS and organizational laws, regulations, and policies.

REQUIREMENTS

- For candidates who are beneficiaries of the **James Bay and Northern Quebec** Agreement, an equivalent combination of relevant education and experience may be considered;
- Bachelor's degree in Administrative Sciences, Human Sciences, Social Sciences, or another relevant university discipline (e.g., Business Law, Finance, Accounting, etc.);
- Minimum of two (2) years of relevant experience in procurement and/or contract management, preferably within a public-sector organization.

COMPETENCIES

- Proficiency in administrative methods and techniques, information systems, budget management, and computer applications;
- Good knowledge of Québec's health and social services network;
- Excellent oral and written proficiency in two of the three languages used in the region (Inuktitut, English, and French);
- Good knowledge of inventory management and procurement methods within a computerized environment;
- Knowledge of laws, policies, procedures, standards, and regulations governing procurement activities (LCOP, Treasury Board policies and regulations, MSSS requirements, etc.);
- Proficiency with Microsoft Office tools (Word, Excel, PowerPoint) and materials management systems;
- Negotiation skills and ability to manage supplier relationships;
- Excellent organizational, concentration, and adaptability skills;
- Ability to manage multiple files simultaneously and meet tight deadlines;
- Autonomy, initiative, and sound judgment;
- Strong verbal and written communication skills.

ADDITIONAL INFORMATION

- Please note that interviews may be held during the weeks of **December 7 or December 14, 2026**;
- Work location: Residence in the North is preferred; however, remote work from Southern Canada may be considered based on operational needs. Please note that travel to the North may be required depending on service activities.

Candidates who are beneficiaries of the *James Bay and Northern Quebec Agreement* will have priority.

WORKING CONDITIONS

- Temporary full-time assignment (35 hours/week) for a maternity leave replacement of approximately two years;
- Day shift;
- Salary according to MSSS conditions and the candidate's qualifications **($28.72/hour to $53.05/hour).**

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Northern Benefits: Employees who relocate to Nunavik are eligible for various bonuses, including **a retention bonus, a remoteness bonus, and a cost-of-living allowance.** For those hired more than 50 km from Kuujjuaq, low-cost housing is provided, along with reimbursement of moving and storage expenses. In addition, annual personal trips from Kuujjuaq to the point of employment are included, as well as other benefits.

For more information about our services and our region, please visit the Nunavik Regional Board of Health and Social Services website at: https://nrbhss.ca/en

Employees in the health and social services network are potentially eligible for the Nordic unpaid leave.

*** TO APPLY FOR POSTING #2026-098, CLICK HERE ***

Interested candidates can submit their résumé between **November 18 and December 2, 2026**

Nunavik Regional Health and Social Services Authority – Human Resources
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