

POSITION PROFILE

Materials and Logistics Coordinator	
Dept: Finance	Reports To: Finance Director
Staff: None	Revision Date: May 2026
PURPOSE	
<p>The Materials and Logistics Coordinator coordinates the procurement, warehouse, and inventory management process to ensure materials are accessible and available for the Vuntut Gwitchin First Nation (VGFN). It provides oversight of the purchasing and inventory management and control functions for asset management at VGFN. This position also oversees the receipt and delivery of required goods so that required materials are available for the day-to-day operations and projects for VGFN.</p>	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> 1. Inventory Management - Coordinates VGFN's operational inventory ensuring that warehouse is stocked with adequate inventory to support operations and the community. Purchases, receives, and adds to inventory records all materials required for primarily Government Services operations. Receives and tracks incoming warehouse deliveries into the VGFN Asset Management system. Ensures materials are stored in an organized manner and are protected from the weather as required. Lead the warehouse organization effort to ensure all materials are arranged, labeled, and inventoried for fiscal year-end audits and counts. 2. Purchasing - Processes material and supply requests from operations staff and fills these orders. Obtains specifications and information required to purchase the proper materials and prepares purchase orders. 3. Compliance - Oversee compliance of warehouse requisitions or withdrawals from inventory are supported by an active, approved work order. Periodic review of open work orders, ensuring they are closed out immediately upon completion of work to maintain real-time operational visibility. Oversee maintenance and project work orders to confirm utilization of the VGFN Asset Management system including identification of work orders to external parties requiring invoicing. 4. Logistics – Oversee shipment of items to Old Crow, primarily by air and in some instances by winter road, and delivery to asset locations in the community. Work with Government Services and transport providers to identify any potential backhaul loads. As required, coordinates the transfer of materials and supplies from one inventory location to another and/or returned to the main storage yard (in conjunction with staff) considering preventative maintenance for some assets. 5. Reporting - Maintains VGFN inventory by compiling monthly reports and implementing control systems such as cycle counts, and periodic physical counts with the Government Services Department to record warehouse materials and reconciling discrepancies as required. Investigates inventory discrepancies and seeks direction from the Finance Director on corrective actions as required. 6. Financial – Performs required administrative functions to support operations including the preparation of documents and reports. Assists with development of required workplans and budget, and monitors the program budget monthly. Maintains a vendor list for VGFN. Acts as the internal champion for the VGFN Asset Management system including the provision of initial training to staff on how to correctly submit material requests and enter work orders. 	

7. **File Management** – Maintains administrative systems, procedures and records management systems while ensuring confidentiality.
8. **Emergency Management** – Works with assigned teams to respond to emergency and crisis situations of VGFN.

ACCOUNTABILITY & IMPACT

- Ensures that standard operating procedures and occupational health & safety requirements and protocols are followed on the warehouse.
- A cooperative and helpful relationship exists with co-workers, VGFN staff, vendors, and contractors.
- Reporting and documentation are current and accurate to inform expenditures and decision making.
- The warehouse is stocked with adequate inventory to fulfil the needs of VGFN’s operations without delays.
- Effective organization and inventory management ensuring VGFN utilizes its financial resources and assets effectively and efficiently.
- A trusting and productive relationship exists with the finance team and external contacts.
- VGFN operations comply with the *Governance Act*, Constitution, Final Implementation Plan, Self-Government Agreement and various administrative policies.
- The VGFN Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	<ul style="list-style-type: none"> • Moderate (<\$500K)
Other responsibilities & influences:	<ul style="list-style-type: none"> • Sole authority to sign contracts and purchase orders < \$5k.

WORKING CONDITIONS

Environment:	Work is in a warehouse and shop environment where there are few undesirable conditions.
Physical:	Normal
Hazards/equipment:	None
Travel:	None

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position’s scope to align with and contribute to the organization’s mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none">• Certificate or diploma in office administration, business management or an equivalent combination of experience and training.• Knowledge of inventory management and processes and systems. Purchasing or Warehouse/Inventory Management experience in a northern context is a definite asset.• Proficiency in computers in Microsoft Office (Word, Excel, PowerPoint, OneNote and Outlook) and asset management systems.• Experience providing client service by interacting with the public and responding to inquiries.
Behavioral Competencies	<ul style="list-style-type: none">• Approachable with a focus on positive and helpful customer service• Respect and Integrity• Good verbal and written communication skills• Time management and organizational skills• Teamwork• Flexibility and willingness to adjust to changing priorities• Initiative• Attention to detail
Conditions of Employment	<ul style="list-style-type: none">• RCMP Criminal Records Check• Class 3 Drivers License