



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.

JOB OPENING

Local Posting

Parts Clerk

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: **Regular Full-time / 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 **September 10, 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