



COMMISSION DE DÉVELOPPEMENT
ÉCONOMIQUE DES PREMIÈRES NATIONS
DU QUÉBEC ET DU LABRADOR

Posting date: March 23, 2026
Application deadline: April 10, 2026

PROCUREMENT ADVISOR

Job Category: Regular Full-Time Position

By joining the First Nations of Quebec and Labrador Economic Development Commission (FNQLEDC), you will contribute directly to the economic development of First Nations while working as part of a team where commitment, collaboration and respect are at the heart of our actions!

You will also benefit from many advantages, including:

- ▲ A competitive salary
- ▲ Friday afternoons off
- ▲ The possibility of a hybrid schedule (telework and work at the office in Wendake)
- ▲ A work environment that facilitates work-life balance
- ▲ A monthly cell phone plan allowance
- ▲ Excellent benefits
- ▲ Two weeks of paid vacation starting in the first year, plus two weeks during the holiday season
- ▲ And much more!

Salary: The gross annual salary upon hiring is between **\$78,830 and \$82,417** depending on the candidate's experience and training.

Workplace: 265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec)

JOB DESCRIPTION

Under the supervision of the Director of Development and Community Relations, the Procurement Advisor's primary role is to help Indigenous businesses discover the full potential and opportunities offered by public and private markets. The advisor supports businesses at every stage of the tendering process, from identifying business opportunities to preparing bids. Through proactive monitoring, the development of practical tools, and networking with contracting authorities, the advisor contributes to increasing the participation of Indigenous businesses in public and private projects and generating economic benefits for First Nations communities.

MAIN FUNCTIONS

- Facilitate workshops and conferences to raise awareness of procurement and highlight the resulting business opportunities for Indigenous businesses.
- Present the main public and private tendering platforms (e.g., SEAO, CanadaBuys) and explain how they work.
- Follow-up with businesses that are registered for the support service.
- Offer tailored support to businesses at every stage of the tender response process and explain the various requirements in simple terms.
- Monitor the various platforms to identify tenders that may be relevant to the businesses being supported.

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- Develop practical tools (e.g., guides, templates, etc.) to facilitate the preparation of bids in response to tenders.
 - Participate in various events bringing together public and private sector clients.
 - Establish and maintain relationships with public organizations, large corporations, and procurement services, and foster connections between these entities and Indigenous businesses.
 - Document the results achieved by supported businesses (bids submitted, contracts secured, partnerships established).
 - Answer client questions and, where appropriate, refer them to other services offered by the FNQLEDC.

ELIGIBILITY REQUIREMENTS

- University degree in business administration or a related field
- A minimum of two years of experience in a similar position
- Excellent written and spoken French and English
- Knowledge and understanding of the First Nations business environment (an asset)
- Valid driver's license and willingness to travel to communities

DESIRED SKILLS AND ATTITUDES

- Ability to explain complex concepts clearly and simply
- Autonomy and proactivity
- Interpersonal skills and experience in customer service
- Rigour
- Team spirit and a collaborative approach

Interested in this position? If so, then please send your resume, along with a mandatory cover letter expressing your interest in the position, no later than April 10, 2026, to the attention of:

Mr. Steve Laveau, Director of Development and Community Relations
First Nations of Quebec and Labrador Economic Development Commission
265, Place Chef Michel Laveau, bureau 200, Wendake (Quebec) G0A 4V0
Email: rh@cdepnql.org

Only candidates who are selected for an interview will be contacted. Where qualifications are equal or equivalent, applications from First Nations people will be prioritized.

