



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

Posting date: May 26, 2026
Application deadline: July 17, 2026

MINING PROCUREMENT AND LIAISON 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 Mining Procurement and Liaison Advisor assists Indigenous communities and entrepreneurs in identifying economic opportunities related to the mining sector and in developing and submitting projects. They also promote the *Programme de soutien à la participation des Autochtones au développement des ressources minérales* (Indigenous participation in mineral resource development support program). Finally, they facilitate business networking and monitor relevant opportunities.

MAIN FUNCTIONS

- Facilitate workshops and conferences to raise awareness of economic opportunities (e.g., contracts, partnerships, business creation) related to the mining sector.
- Support Indigenous communities and entrepreneurs in identifying opportunities and developing economic projects in the mineral resources sector.
- Promote the *Programme de soutien à la participation des Autochtones au développement des ressources minérales* (Indigenous participation in mineral resource development support program).
- Assist businesses or project promoters in submitting funding applications to the Ministère des Ressources naturelles et des Forêts.

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- Monitor various platforms to identify calls for tenders that may be relevant to the communities and businesses being supported.
 - Establish and maintain relationships with community economic development officers and community relations officers from major mining companies, and foster connections between them and Indigenous businesses.
 - Participate in various events bringing together representatives from mining companies and Indigenous communities.
 - Document the results achieved by the businesses being supported (bids submitted, contracts awarded, partnerships established).
 - Answer various questions from the clientele and, when necessary, refer them to other services offered by the FNQLEDC.

ELIGIBILITY REQUIREMENTS

- University degree in business administration, geology, mining engineering, 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
- Attention to detail
- Team spirit and 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 July 17, 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.

