



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/20

Business Administrator

Job ID	8B-FE-B2-4F-90-60	
Web Address	https://careers.indigenous.link/viewjob?jobname=8B-FE-B2-4F-90-60	
Company	Ministry Of Forests	
Location	Vernon (Hybrid), British Columbia	
Date Posted	From: 2024-04-24	To: 2024-05-20
Job	Type: Full-time	Category: Resource Sector
Job Salary	\$59,015.56 - \$66,749.47 Annually	
Languages	English	

Description

Ministry of Forests

Vernon (Hybrid)

Flexible work options are available; this position may be able to work two (2) days at home per week subject to an approved telework agreement.

Business Administrator

\$59,015.56 - \$66,749.47 annually

BC Timber Sales (BCTS) is a unique program of the Ministry of Forests. Working collaboratively with regional and district operations, BCTS plans, develops and auctions a substantial portion of the province's annual available timber volume.

The Business Administrator provides specialized technical and administrative services for the Business Area (BA) in support of a competitive auction process for marketing Crown timber. The Business Administrator prepares a wide variety of contracts and tenures, provides financial administration and maintains a variety of systems and services integral to meeting BA operational goals and objectives.

Experience

Qualifications for this role include:

- Secondary school graduation.
- A minimum of four (4) years of related administrative experience including experience or training in keyboarding, database management, spreadsheets, word processing and other standard computer applications with strong demonstrated skills. A combination of related experience, education and/or training may be considered.
- A minimum of two (2) years of experience in contract administration, policies, standards and procedures.
- A minimum of one (1) year of financial management experience.
- Experience coding, processing, storing, tracking and retrieving records and information in an electronic environment.
- Experience assessing risk and making recommendations within a highly regulatory, legal or policy and procedure enforced environment.
- Experience computing a variety of mathematical calculations and using applications to enter and retrieve data, performing accounting functions and producing financial reports.
- Experience working in a high production environment, and meeting deadlines while providing quality services to clients.
- Experience identifying problems and developing options for resolution within policies and guidelines.

How to Apply

Click "Apply Now" For more information, a complete list of qualifications and to apply online by May 20th, 2024