



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.Links 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:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Resource And Contract Administrator

Job ID	E5-18-17-C3-DC-2B	
Web Address	https://careers.indigenous.link/viewjob?jobname=E5-18-17-C3-DC-2B	
Company	Ministry Of Forests	
Location	Port McNeill, British Columbia	
Date Posted	From: 2024-06-28	To: 2024-07-22
Job	Type: Full-time	Category: Resource Sector
Languages	English	

Description

Ministry of Forests

Port McNeill

This position has full-time on-site requirements

It is anticipated written assessments for this competition will occur the week of July 29th with interviews occurring the week of August 12th.

Resource and Contract Administrator

\$54,387.32 - \$61,395.95 annually, plus \$44.49 bi-weekly isolation allowance for Port McNeill.

Take the next step in your administrative career.

The Ministry of Forests is responsible for the stewardship of provincial Crown land and ensures the sustainable management of forest, wildlife, water and other land-based resources. The Ministry works with Indigenous and rural communities to strengthen and diversify their economies.

The Resource and Contract Administrator provides technical and administrative support for resource authorizations and other regional operations programs.

Qualifications for this role include:

- Experience and/or training providing clerical/administrative support with preference for tenures administration.
- Experience in keyboarding, word processing, creating spreadsheets and working with standard computer applications (e.g., Word, Excel, PowerPoint and Outlook).
- Experience and/or training with business writing, editing and formatting.
- Experience identifying problems and developing options for resolution.
- Experience processing, storing, tracking and retrieving records and information.
- Experience computing a variety of mathematical calculations and using applications to enter and retrieve data.

For more information and to apply online by July 22, 2024, please go to:

<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/114220>

How to Apply

Click 'Apply Now' For more information and to apply online by July 22, 2024