



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/24

Regional Support Clerk

Job ID	06-AB-7B-81-D1-8A	
Web Address	https://careers.indigenous.link/viewjob?jobname=06-AB-7B-81-D1-8A	
Company	BC Public Service	
Location	Fort St John Or Dawson Creek, British Columbia	
Date Posted	From: 2021-09-14	To: 2021-09-29
Job	Type: Full-time	Category: Public Administration
Job Salary	\$43,758.80 - \$49,357.30 annually	
Languages	English	

Description

Ministry of Agriculture, Food and Fisheries: Fort St John or Dawson Creek

A great next step in your career

The Ministry of Agriculture, Food and Fisheries is responsible for the production, marketing, processing and merchandising of agriculture and aquaculture products, food security, and supporting enhancement of wild fish populations.

As the Regional Support Clerk, you will be providing a range of administrative and clerical services in support of the Business Risk Management Branch's various programs with a specific focus on customer service. This will include providing customers with information about the programs and guidelines, providing application packages and forms, assisting with completion of program related documentation, and accepting fees and applications for these programs. You will also be supporting the program representatives in responding to customer inquiries, scheduling appointments, and ensuring timelines specified in program guidelines are met. Often you will be the first line of contact for producers, agriculture sector representatives, and other stakeholders, ensuring the timely communication of information and response to requests while maintaining positive working relationships and a well-organized office environment.

The BC Public Service is committed to creating a diverse workplace represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive, and rewarding workplace.

Qualifications for this role include:

• Secondary school graduation or equivalent.

• Minimum three years related experience (Administration support role, customer service support role, reception or clerical roles etc.)

• Minimum 6 months experience delivering or providing direct client service (i.e., face to face customer support)

• Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry

How to Apply

Click "Apply Now" to apply online by September 29, 2021