



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
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Recovery Project Assistant

Job ID	3B-6E-6D-C3-10-EB	
Web Address	https://careers.indigenous.link/viewjob?jobname=3B-6E-6D-C3-10-EB	
Company	BC Public Service	
Location	Saanichton Or Victoria, British Columbia	
Date Posted	From: 2022-08-12	To: 2022-09-01
Job	Type: Full-time	Category: Public Administration
Job Salary	\$46,182.50 - \$52,157.99 annually	
Languages	English	

Description

Public Safety and Solicitor General

Saanichton or Victoria

Currently there are two permanent opportunities available.

Recovery Project Assistant

Emergency Management British Columbia (EMBC) is the lead coordinating agency in the provincial government for all emergency management activities. EMBC is responsible to British Columbians for leading the management of provincial level emergencies and disasters and supporting other authorities within their areas of jurisdiction. EMBC works directly with local governments, Indigenous Nations, provincial ministries and agencies, federal departments, other jurisdictions, industry and volunteers in hazard mitigation, preparedness, response and recovery.

As the Recovery Project Assistant, you will assist with enabling the Provincial Community Recovery team to succeed in supporting disaster impacted communities by ensuring timely administration and support is provided to staff. You will also provide project management and administrative support services to the community recovery team throughout all stages of the recovery process following a disaster.

The BC Public Service is committed to creating a diverse workplace to 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 AND a minimum of one year of recent (within the last five (5) years), related clerical/administrative experience as described below. An equivalent combination of education and experience may be considered.
- Recent, related experience must include some experience in all of the following:
 - Experience with recording meeting minutes and information management.
 - Experience with general office procedures and the operation of office equipment such as personal computer, fax, photocopier, multi-line phone system.
 - Experience or training in standard computer applications e.g. MS Word, Outlook and Excel at an intermediate level of proficiency.
 - Experience reviewing, verifying and tracking financial and/or program information.
 - Experience arranging travel, meetings, events, etc.
 - Experience providing project management support services.

How to Apply

Click "Apply Now" For more information and to apply online by September 1, 2022,