



# 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: 2024/05/09

## Procurement Clerk

<b>Job ID</b>	<b>5C-C5-52-4E-23-21</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=5C-C5-52-4E-23-21">https://careers.indigenous.link/viewjob?jobname=5C-C5-52-4E-23-21</a>	
<b>Company</b>	Ministry Of Forests	
<b>Location</b>	Castlegar, Cranbrook, Grand Forks, Invermere, Nelson, Revelstoke (Hybrid), British Columbia	
<b>Date Posted</b>	From: 2024-03-18	To: 2024-04-10
<b>Job</b>	Type: Full-time	Category: Public Administration
<b>Job Salary</b>	\$52,803.18 - \$59,607.79 Annually	
<b>Languages</b>	English	

### Description

Ministry of Forests

Multiple locations, BC (Hybrid)

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

Procurement Clerk

\$52,803.18 - \$59,607.79 annually

The BC Wildfire Service (BCWS) is the Province of BC's primary emergency response organization. It operates year-round to deliver its mandate for wildfire management and response to natural hazard emergencies.

The Procurement Clerk provides procurement and contract support for BC Wildfire Fire Centre programs.

Explore the opportunities and value working with our team can offer you: Why Work for the Ministry of Forests.

For information about the Indigenous Applicant Advisory Service, please visit: Indigenous Applicant Advisory Service - Province of British Columbia ([gov.bc.ca](http://gov.bc.ca)).

### Experience

- Secondary school graduation (or equivalent) and one (1) year clerical experience; OR,
- An equivalent combination of education, training and experience may be considered.
- Experience in keyboarding, word processing, creating spreadsheets and working with standard computer applications (e.g., Word, Excel, PowerPoint and Outlook).

Preference may be given to candidates with one or more of the following:

- Experience with contract management and working with administration policies, standards and procedures.
- Experience in financial management including accounts payable, receivables and the general ledger, as well as computer assisted accounting and reporting systems.
- Experience identifying problems and developing options for resolution within policies and guidelines.
- Experience coding, processing, storing, tracking and retrieving records and information.
- Experience computing a variety of mathematical calculations and using applications to enter and retrieve data, performing accounting functions and producing financial reports.
- Experience with managing workload priorities and meeting deadlines.
- Training and/or coursework in contract administration.

### How to Apply

For more information and to apply online by April 10, 2024 click Apply Now!