



# 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: 2024/04/28

## Wildfire Records Clerk

<b>Job ID</b>	<b>AE-E4-89-AC-78-C4</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=AE-E4-89-AC-78-C4">https://careers.indigenous.link/viewjob?jobname=AE-E4-89-AC-78-C4</a>	
<b>Company</b>	Ministry Of Forests	
<b>Location</b>	Castlegar, British Columbia	
<b>Date Posted</b>	From: 2023-03-27	To: 2023-04-14
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Salary</b>	\$45,647.93 - \$51,427.75 annually; \$48,729.07 - \$54,899.19 annually effective April 9, 2023	
<b>Languages</b>	English	

### Description

Ministry of Forests

Castlegar

Wildfire Records Clerk

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 BCWS operates provincially to deliver services through 6 fire centres, 33 zones and 2 provincial centres in Kamloops and Victoria.

The Wildfire Records Clerk provides records management and client services for the Response Centre. Specifically, this role identifies and classifies material into files by function, subject and property and integrates it into filing systems and databases. The Wildfire Records Clerk creates, consolidates and deletes files as required; and arranges for off-site storage and disposal of records following records management standards and schedules. This role provides advice, assistance and training to staff on establishing and maintaining records management systems.

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.

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)).

Qualifications for this role include:

- Grade 12 or equivalent
- Experience working in an office setting and customer service environment
- Valid Class 5 driver licence

### How to Apply

Click "Apply Now" For more information and to apply online by April 14, 2023,