



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Operations Assistant

Job ID	B3-6F-66-64-2D-92	
Web Address	https://careers.indigenous.link/viewjob?jobname=B3-6F-66-64-2D-92	
Company	Ministry Of Forests, Lands, Natural Resource Operations And Rural Development	
Location	Fort St John, British Columbia	
Date Posted	From: 2021-04-23	To: 2021-05-13
Job	Type: Full-time	Category: Office
Languages	English	

Description

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Fort St John

Operations Assistant

\$43,758.80 - \$49,357.30 annually

There is current one (1) temporary vacancy available until October 30, 2021.

A great opportunity to take the next step in your career

The BC Wildfire Service (BCWS) is a unique program of government tasked with the responsibility of preventing and managing wildfire on the landscape. With a workforce of approximately 1600 the program's staff are dedicated to undertaking the BCWS mandate in delivering effective wildfire management and emergency response support to protect values, while encouraging sustainable, healthy and resilient ecosystems.

The Operations Assistant is responsible for providing administrative and clerical support within the Response Centres. This role responds to general inquiries from staff, clients, partners, and stakeholders over the telephone or at the counter and designates to appropriate staff. Monitors communication systems for local field staff and provides logistical support and assists with organizing fire preparedness needs, liaising with fire personnel and equipment operators as required.

The BC Public Service is an award winning employer and offers employees competitive benefits, amazing learning opportunities and a chance to engage in rewarding work with exciting career development opportunities. For more information, please see What We Offer.

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.

The Indigenous Applicant Advisory Service is available to applicants that self-identify as Indigenous (First Nations, status or non-status, Métis, or Inuit) seeking work or already employed in the BC Public Service. For advice and guidance on applying and/or preparing for an interview for this opportunity, we invite applicants to connect with the Indigenous Applicant Advisor Amanda by email: IndigenousApplicants@gov.bc.ca or by phone: 778-698-1336.

Qualifications for this role include:

• Grade 12 or equivalent.

• Experience working in an office setting.

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

- Experience in records management.
- Experience in accounts payable and receivable.
- Experience with electronic accounting systems.
- Experience working with Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).

• Valid Class 5 or 7 driver licence.

How to Apply

For more information and to apply online by May 13, 2021, please click [Apply Now!](#)