



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: 2024/05/03

Client Services Assistant

Job ID	CD-20-BF-4D-49-72	
Web Address	https://careers.indigenous.link/viewjob?jobname=CD-20-BF-4D-49-72	
Company	Ministry of Forests, Lands, Natural Resource Operations and Rural Development	
Location	Fort St John, British Columbia	
Date Posted	From: 2019-06-05	To: 2019-06-24
Job	Type: Full-time	Category: Office
Languages	English	

Description

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

This posting is to establish an eligibility list for a period of 1 year for future permanent and/or temporary vacancies in Fort St. John and Dawson Creek offices.

One full time permanent vacancy is currently available in Fort St. John. Two part-time positions may be considered to fill this vacancy.

Client Services Assistant

\$42,059.60 - \$47,440.52 annually

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development works collaboratively with ministries involved in the management of natural resources to coordinate people and resources to provide exceptional service to the public. The Ministry assists clients through its FrontCounter BC service counters, which simplifies the process for citizens and natural resource businesses who are seeking information or authorizations to utilize crown natural resources.

As a Client Services Assistant, you provide client services, office administration, financial and resource administration services for FrontCounter BC and the ministry regional operations, (e.g. answer phones, work with clients and counterparts) to support natural resource management. If you have experience in reception, data entry or client service, we encourage you to apply. Highly organized, you capably prioritize and manage your workload to meet deadlines, using your outstanding eye for detail to ensure all work is carried out to a high standard. As the first point of contact in a FrontCounter BC office, you are an effective communicator, able to successfully establish and maintain effective working relationships with a variety of stakeholders and demonstrate initiative and good judgment in applying procedures within established policies and guidelines.

With over 200 different occupations available in 280 communities across the province, we offer exciting opportunities for your career. Come be a part of the BC Public Service, a Top 100 Employer that embraces diversity, health and career growth. 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.

Qualifications for this role include:

• Technical Diploma in a related field (such as clerical/office administration, communications), plus 1 year of related experience; OR Secondary School graduation or equivalent and 2 years of related experience.

• Related experience must include:

- o Experience working in customer service and dealing with a diverse range of clients and stakeholders.

- o Administrative support/office experience responding to in-person or telephone client/customer enquiries.

How to Apply

For more information and to apply online by June 24, 2019, please go to:

<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/61270>