



Where ideas work

Ministry of Forests Port McNeill

This position has full-time on-site requirements

It is anticipated written assessments for this competition will occur the week of July 29th with interviews occurring the week of August 12th.

Resource and Contract Administrator

\$54,387.32 - \$61,395.95 annually, plus \$44.49 bi-weekly isolation allowance for Port McNeill.

Take the next step in your administrative career.

The Ministry of Forests is responsible for the stewardship of provincial Crown land and ensures the sustainable management of forest, wildlife, water and other land-based resources. The Ministry works with Indigenous and rural communities to strengthen and diversify their economies.

The Resource and Contract Administrator provides technical and administrative support for resource authorizations and other regional operations programs.

Qualifications for this role include:

- Experience and/or training providing clerical/administrative support with preference for tenures administration.
- Experience in keyboarding, word processing, creating spreadsheets and working with standard computer applications (e.g., Word, Excel, PowerPoint and Outlook).
- Experience and/or training with business writing, editing and formatting.
- Experience identifying problems and developing options for resolution.
- Experience processing, storing, tracking and retrieving records and information.
- Experience computing a variety of mathematical calculations and using applications to enter and retrieve data.

For more information and to apply online by July 22, 2024, please go to:

<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/114220>