



Where ideas work

**Ministry of Forests
Campbell River (On-Site)**

An eligibility list may be established to fill future temporary and permanent vacancies. Employees of the BC Public Service must be located in BC at the time of employment.

**Records Clerk
\$48,729.07 - \$54,899.19 annually**

Bring your strong administrative experience and superior organizational skills to this program assistance position!

The Ministry of Forests is responsible for supporting a sustainable and competitive future for B.C.'s forest sector while taking action to keep forests healthy and protect communities in the face of climate change and extreme weather events.

The Records Clerk provides records management support services to ministry staff within the office. This includes records management coordination and advisory services such as documentation, records management procedures, policy and procedural requirements. This position will assist with implementing new records management systems and training staff on establishing and maintaining records systems in accordance with government records management policies and regulations. The Records Clerk is also responsible for records systems searches, retrieving, securing and tracking of all records.

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 \(gov.bc.ca\)](#).

Qualifications for this role include:

- Secondary school graduation or equivalent.

Preference may be given to applicants with the following:

- Knowledge or experience in records management.
- One (1) year of experience working in an office and team setting.
- Completion of an Administrative Business Skills course or program.

For more information and to apply online by February 29, 2024, please go to:
<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/110113>