



Where ideas work

**Ministry of Forests  
Clearwater**

This is a temporary opportunity until March 31, 2023, but may be extended or become permanent.

**Customer Service and Records Management Clerk  
\$43,758.80 - \$49,357.30 annually**

As the front line contact for the office that includes Thompson Rivers District, Front Counter BC, BC Timber Sales, Compliance and Enforcement, and Recreation Sites and Trails, this role is responsible for providing customer service to internal and external stakeholders regarding ministry programs and procedures. In addition, the position provides administrative support, including contracts, authorizations, records, facilities, and assets management.

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 (for example GED);
- A combination of three (3) years of related experience\* (gained in an office setting), education and/or training.

*\*Related experience and training must include operational/administrative support in a fast-paced office environment; providing records management services; reception duties; drafting correspondence; use of current computer applications; and maintaining office supply inventory. Examples of related training are Microsoft Office Suite, records management, business writing, etc.*

- Experience/training in keyboarding, word processing, spreadsheets, databases, and other standard computer applications (i.e.: MS Office: Word, Excel, Outlook, etc.); creating and editing spreadsheets; database management; electronic mail; and a variety of word documents and templates.
- Minimum 3 months experience with records management practices, procedures and systems for filing and storage of electronic and hard copy documents.

**For more information, and to apply online by August 24, 2022, please go to:**  
<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/89878>